Student Fee Collection / Point-of-Sale Software

User Guide

Version 6.3

BLUE BEAR SOFTWARE
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Chapter 1 – Introduction

Welcome to Tracks Student Fee Collection Software! We think you will find that Tracks is easy to learn and use. This chapter describes how to get started and where to find things on the menus. Chapter 2 goes into further detail on how to set up your system for you school.

You will find that you already have a school in Tracks. It's the ZPLAY – Play School High School and it's demo data that you can use to play with and learn on. Play School is a place where you can go to try out the things you are learning. You can't hurt anything, so you can try everything!

How to Get Started

Install, register and update your software.

1. Install. Install the software according to the directions that come with the CD.
2. Register your software. You can use the software for 30 days before you must register. But you'll want to register right away so that Blue Bear will know you're out there and so you can get updates.
3. Get Updates. You should update your software as soon as possible because there may have been changes and enhancements released since your CD was made. Go to the Help Menu and choose Get Updates. Tracks will automatically download any updates you need.

Follow these steps to get Tracks up and running for your school.

1. Set up your receipt printer, cash drawer and scanner. See Chapter 2 and Appendix D.
2. Complete the Customize options so that Tracks will work correctly with your system. See Chapter 3.
3. Now you can take a test drive in ZPLAY if you'd like to. When you load the software, it will automatically come up in ZPLAY (the demo data) and this is a perfect opportunity for you to see how it works.
4. Go to the Work Screen. Press <F8> to look up a Customer. Press <F3> to choose an Item. Press <F9> to complete the sale.
5. Print a report – see what it looks like.

Now set up your own school:

1. Set up your new school in School Maintenance. See Chapter 2.
2. Set up your GL accounts in GL Account Maintenance. See Chapter 4. Or you can Import GL Accounts from SchoolBooks. See Chapter 12.
3. Set up your Customers (the students, clubs, faculty, etc. you sell things to and accept money from) in Customer Maintenance - See Chapter 6.
4. Set up your Items (the things you sell, things you collect money for) in Item Maintenance - See Chapter 6.
5. Set up security for your system. Set up new users in User/Group Code Maintenance under System Maintenance (if you want to restrict access to Tracks) - See Chapter 4.

After you have completed these setup steps, you can begin entering sales transactions:

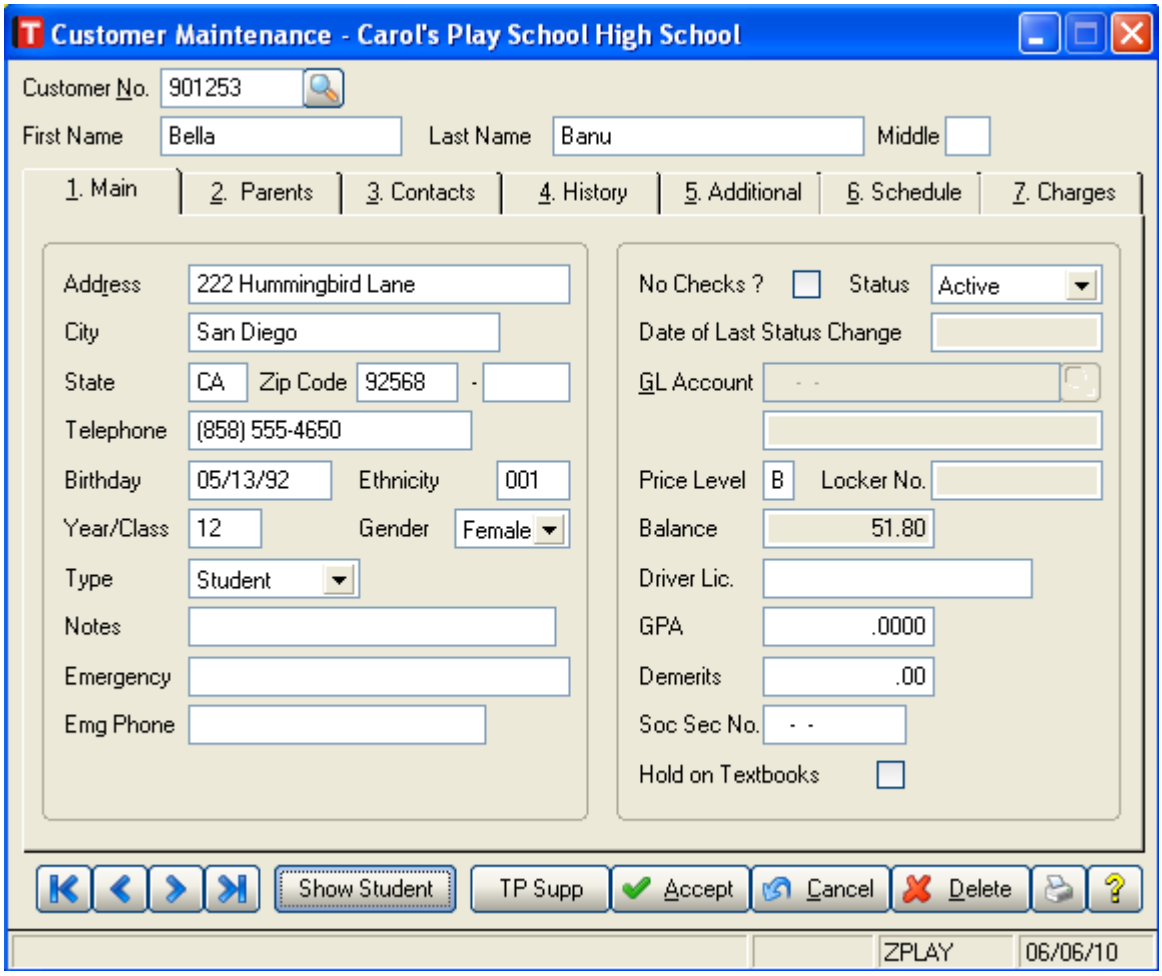
1. Find out about making sales on the Work Screen in Chapter 7.
2. Find out about the Closeout end-of-day processing in Chapter 8.
3. Find out about printing sales reports and end-of-day reports in Chapter 9.
4. Find out about how to speed up collections with the Balance Due Report and Form Letters in Chapter 10.

Have thousands of questions? Check out the HELP files for answers and suggestions. Just press <F1> on any screen or click the "?" button at the bottom of any screen.

How the Screens and Lookups Work

Tracks Screens

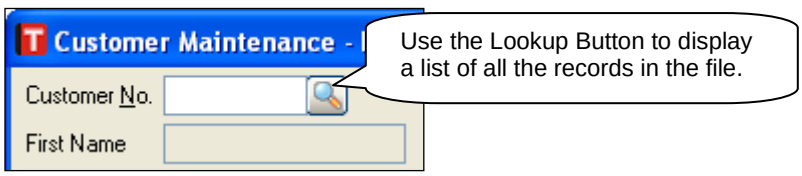
The screens in Tracks work the same way most Windows screens operate. You can either use your mouse to click on the field you want, or you can use the Alt key with an underlined field. For example, to move to the Contacts Tab below, you could either click on the tab, or type Alt-3.



Accept: Saves the record.
Cancel: Leaves the record without saving your changes.
Delete: Deletes the record if it can be done without harming the audit trail.
Printer: Prints a report related to the screen.
Help: Launches Help for this screen. You can also access Help by pressing <F1>.

Lookups

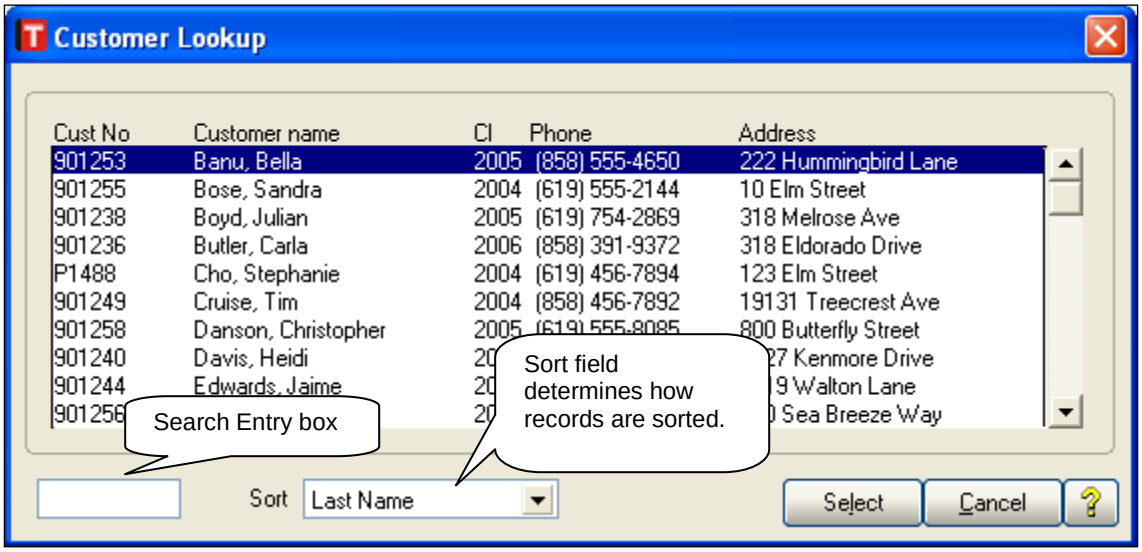
Tracks uses the same lookup procedures in all maintenance files in the system. You will use the same lookup procedure to find a specific Customer or a specific Item. To access lookups once you are on a maintenance screen, you can either click on the lookup button or press <F2> on the keyboard.



For example, to find a specific Customer, use the drop-down button on the right side of the field to access the Customer lookup. Tracks will open up this lookup window. Customers are sorted in Last Name order. To find a Customer, simply begin typing the

Use the scroll bar to scroll up and down

Last Name. Tracks will move to the first Customer that matches what you have entered. If the correct Customer is highlighted, simply press the Enter key. If you want a different Customer, use your arrow keys or click on the right Customer.


Customer Lookup
Cust No
Customer name
Cl
Phone
Address
901253 Banu, Bella 2005 (858) 555-4650 222 Hummingbird Lane
901255 Bose, Sandra 2004 (619) 555-2144 10 Elm Street
901238 Boyd, Julian 2005 (619) 754-2869 318 Melrose Ave
901236 Butler, Carla 2006 (858) 391-9372 318 Eldorado Drive
P1488 Cho, Stephanie 2004 (619) 456-7894 123 Elm Street
901249 Cruise, Tim 2004 (858) 456-7892 19131 Treecrest Ave
901258 Danson, Christopher 2005 (619) 555-8085 800 Butterfly Street
901240 Davis, Heidi 20 27 Kenmore Drive
901244 Edwards, Jaime 20 9 Walton Lane
901256 20 Sea Breeze Way
Search Entry box
Sort field determines how records are sorted.
Sort
Last Name
Select
Cancel

Sort Field: You can click on Customer Number, Last Name or Other ID to change the sort order. In the example above, the records are sorted by Last Name (the default in Tracks). You can now either search for a Customer by using the scroll bar on the right, or typing the first few characters of the Last Name in the Search Entry box. It is not even necessary to position the cursor in the Search Entry box – you can simply start typing when the window opens. Tracks knows you are looking for a Customer and goes to the next closest entry. If you wanted to find a particular Customer and you only know the Customer Number, you would first change the Sort to sort on Customer Number, then type in the first part of the number you want to find.

When you find the entry you want, either click on Select to select it, or double click on the item.

Chapter 2 – Getting Started

This chapter covers system setup including how to set up your new school and options about how you want Tracks to operate. First, we'll discuss setting up your point-of-sale equipment. Then we'll cover adding your school.

Before you can begin using Tracks to make sales and process transactions, you must first make sure your system is configured correctly to work with the POS (point-of-sale) equipment you have (receipt printer, cash drawer, and scanner). You must also tell Tracks how you want your system to operate. It is a good idea to set up your equipment BEFORE dealing with the system settings. For information about setting up and testing your POS equipment, see Appendix D.

In this chapter, we'll cover all the setup options and how to change to a different user or school.

Set up your Point-Of-Sale Equipment

If you plan to use a scanner, receipt printer, and/or cash drawer with Tracks, it is best to get them hooked up first, before starting to configure the software. We have provided detailed descriptions about how to physically connect this equipment in Appendix D.

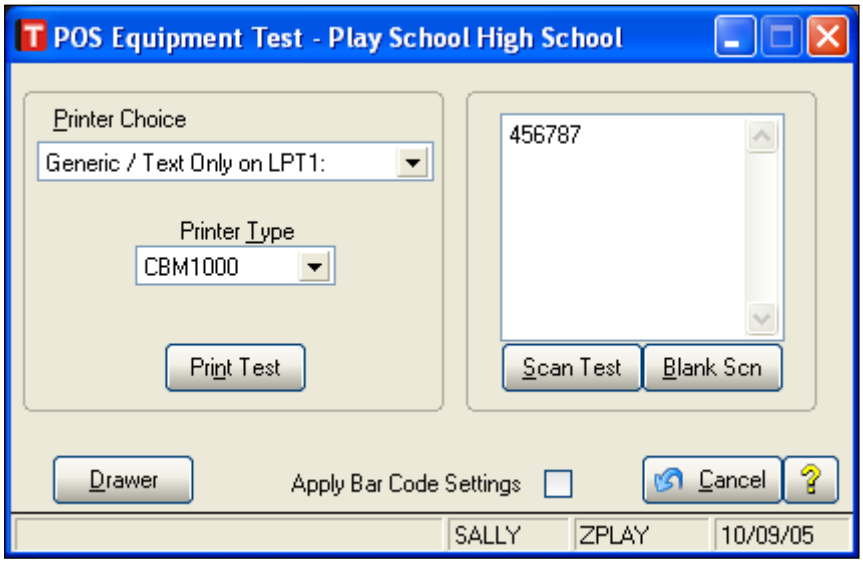
Once the equipment is hooked up, you can test it to make sure it is working correctly by making sales in PlaySchool, our demo data school. Use the Test POS Equipment option found on the Management Menu, System Maintenance Menu. You can test your scanner, receipt printer, and cash drawer from this screen.

POS Equipment Test

What does it do? Use this screen to test your receipt printer, scanner, or cash drawer to make sure they are hooked up correctly. It is a good idea to test your equipment anytime your computer system has been disconnected or moved around at all. See Appendix D for information about how to set up your POS equipment.

Where is it? Go to Management, Special Functions, and select POS Equipment Test.

Using the Screen



To test the receipt printer

- Choose the correct printer from the drop-down window.
- Make sure the printer is connected to your computer and is turned on.
- Choose the correct printer type (the model number is usually on the bottom of the printer).
- Click on the Print Test button.
- Your receipt printer should print something legible.

If you are testing your receipt printer and have the "Print in red" code set correctly, the "This prints in red" message should be in red. The sample screen above shows the selection for testing a receipt printer. Usually when you test your receipt printer, the printer choice would be "Generic / Text Only on LPT1" or "Generic / Text Only on LPT2." If you have a thermal printer, the "red" portion will print reversed – that is, white on black.

To test the cash drawer

- Make sure the cash drawer is hooked up to the printer or to the computer.
- Click on the drawer button.

- The cash drawer should ring its bell (if it has one) and pop open the drawer.

To test the scanner

- Make sure the scanner is hooked up to the computer/keyboard.
- Click on the Scan Test button.
- Scan a bar code.
- Watch what prints in the test box. Verify that the scanner saw what you think it should. If the student ID number on the ID card looks like “123456”, but the scanner read “*00123456*”, you may think you have a problem, but you don’t have a problem! You just need to tell Tracks to strip “*” and “0” from the bar code it reads before it tries to find the Customer number. Enter characters to strip from the bar code under Customize, Workstation Settings, Scanning Tab.
- You can click the Blank Screen button to clear the text box so you can scan again.

If Something Doesn't Work Correctly

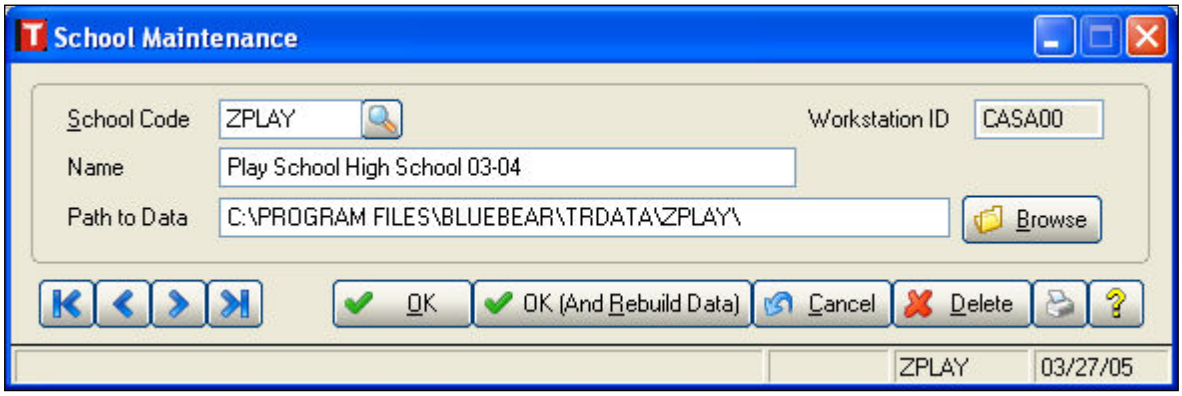
- Check your connections. Do you have power? Is everything plugged in tightly?
- Has a cable been damaged? Try switching a power cable or computer cable with another one that works correctly.
- Call Blue Bear for a loaner. If you purchased your POS equipment from Blue Bear, you are automatically qualified to participate in our complimentary HOTSWAP program. If you call before noon PST, we’ll overnight you a replacement scanner, or printer, or cash drawer and get yours fixed for you in a short period of time.

School Maintenance

What does it do? School Maintenance is used to define the schools in your system. When you load the Tracks software, you will automatically get a school called PlaySchool that has the code ZPLAY. This school contains sample data you can use to become familiar with the features and functionality of Tracks. But you will also need to set up your own school. You will use this screen to set up each school you will use in Tracks. You will also use this screen to change the location of your Tracks data folder if you alter the configuration of your system.

Where is it? Go to the Management Menu, System Maintenance, and then select School Maintenance.

Using the Screen



School Code: Enter the School Code for this school. We recommend you do NOT use spaces or punctuation in the School Code.

Name: Enter the name for this school.

Path to Data: Enter the complete path for this school. This tells Tracks where to find the data files for this school. If you are installing to your local hard drive, you will have a path like: C:\Program Files\Bluebear\TRData\YourSchool

If you are installing on a network, you will probably have a path like: F:\APPS\Bluebear\TRData\YourSchool

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Note: *The data files for each school are stored in a separate directory for that school. These separate directories are normally kept in the TRData directory.*

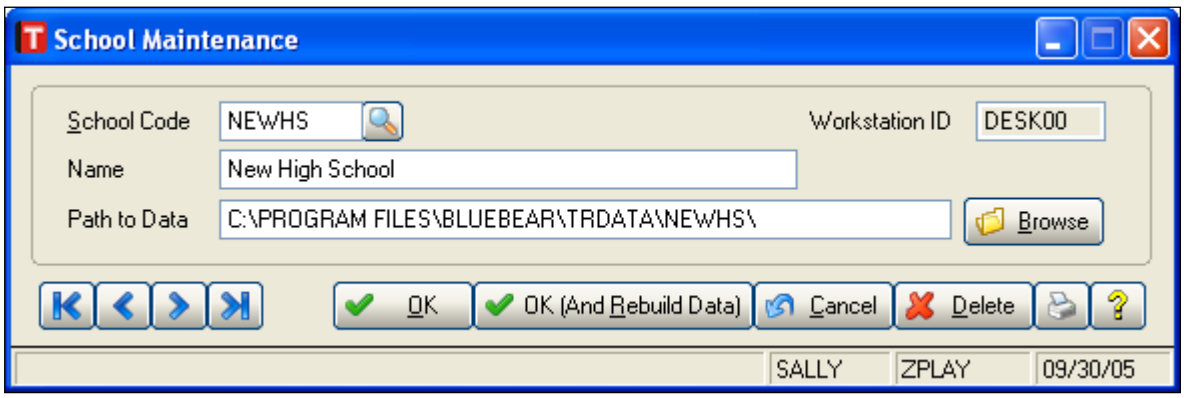
OK: Use the OK button to set the path of where your data is located.

OK (And Rebuild Data): You will only use this button under instructions from a Blue Bear Technical Support Analyst. This is only used when the structure of the data files has changed and the system needs to rebuild your data files either to add a field or change something about the data files.

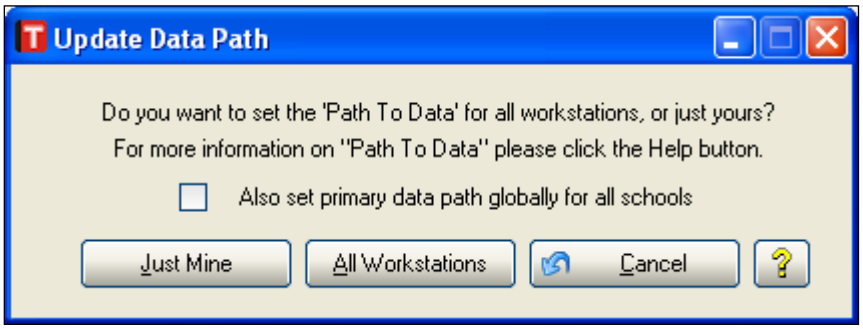
Workstation ID: Tracks assigns a workstation ID to this workstation. You may not edit this field.

Set up a New School

To set up a new school, enter a School Code, the name of the school, and the path to the data. The program will display a default path doing the best it can to name a folder based on the school code you entered, but you can change it here if you'd like.



When you click OK, the program displays the following screen. When you are setting up your school for the first time, this next screen may appear strange, but if you're running on a multi-user system and are now moving the location where your data is located for this school, it makes more sense. The whole point of the following screen is that Tracks gives you a choice about how to find the data for this school from this workstation. Maybe a network drive is mapped as G: on this workstation, but is mapped as R: on another workstation. So, you can control what happens on this next screen.


Update Data Path
Do you want to set the 'Path To Data' for all workstations, or just yours?
For more information on "Path To Data" please click the Help button.
Also set primary data path globally for all schools
Just Mine
All Workstations
Cancel

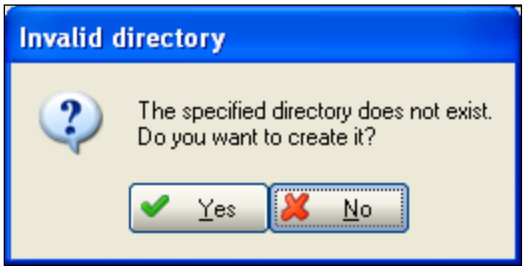
Just Mine: If you want to set this path for your workstation, click this button. When setting up a new school, choose this button. When changing the data location for an existing school, click this button if the location has changed only for this workstation. If you don't understand this, please check with your IT person or call Blue Bear Support.

All Workstations: If you want to set this path for ALL workstations for THIS school, click this button.

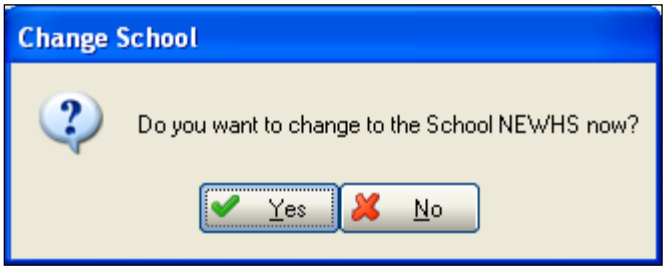
Also set primary data path globally for all schools: Check this box if you want to change the data location for ALL schools in Tracks. You would select this option if you are the main administrator and you've set up a new server and you want to move all the references for ALL schools all at once. This just saves you from having to do this for each school in Tracks.

Cancel: Click this button to stop without making any changes.

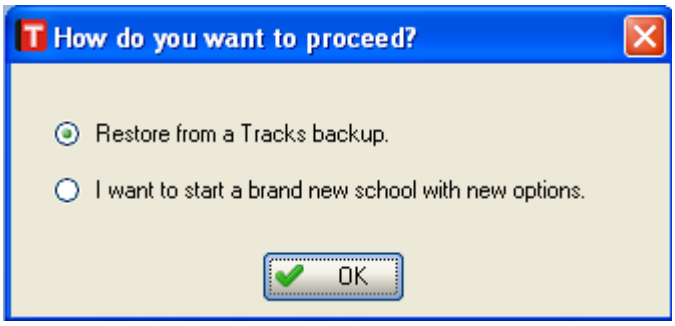
When you click OK, the program displays the following message. Tracks has tried to find this directory and can't find it. So the program asks if you would like to create the directory? You should click on "Yes." Tracks will display a window showing the files being created.



When you close the School Maintenance screen, Tracks will display this window asking if you want to change to your new school.



Then Tracks will allow you to choose from several options about how want to set up your new school.



How do you want to proceed? The first two options will WRITE OVER any existing data you have in this school.

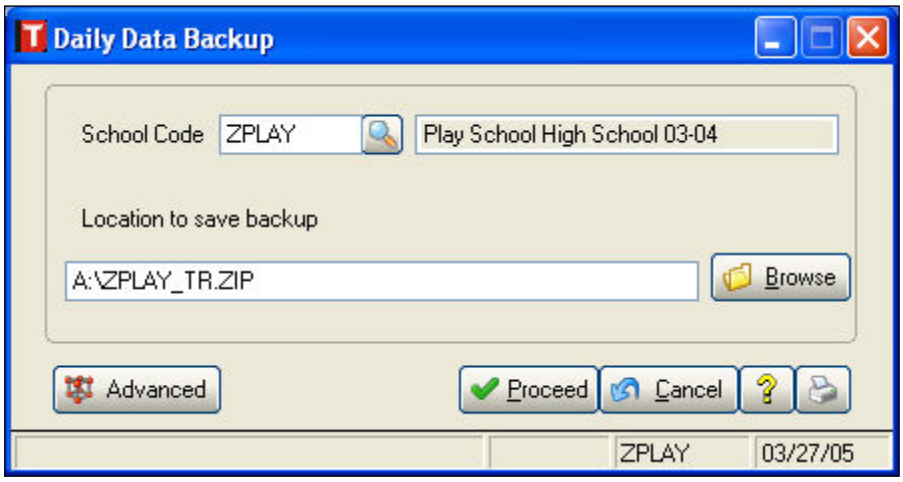
- Restore from a Tracks backup. You will be prompted to enter the path to the backup. You can Browse to find an existing Tracks 5.x backup file and the program will restore data. You would use this option if you are moving Tracks from one workstation to another. For more information, see Restore from Backup.
- I want to start a brand new school with new options. You will need to go the Management Menu and complete all the School Settings information for this school. For more information, see School Settings.

Daily Data Backup

What does it do? This is where you can backup your data every day. See Appendix F for specific Backup Procedures.

Where is it? Go to the Daily Menu and select Daily Data Backup

Using the Screen



School Code: Select the school you want to back up. This can be a different school than the school you are currently working in.

Location to save backup: If saving to a floppy disk, type "A:\" as seen above. If you want to backup somewhere else, type the path here or click the Browse File button to browse for it.

Advanced: The Advanced button gives you the option to "Make backup with troubleshooting." This utility allows you to make a backup that contains more information than a standard backup. The advanced backup takes up substantially more disk space than a standard backup (and usually will not fit on one floppy disk).

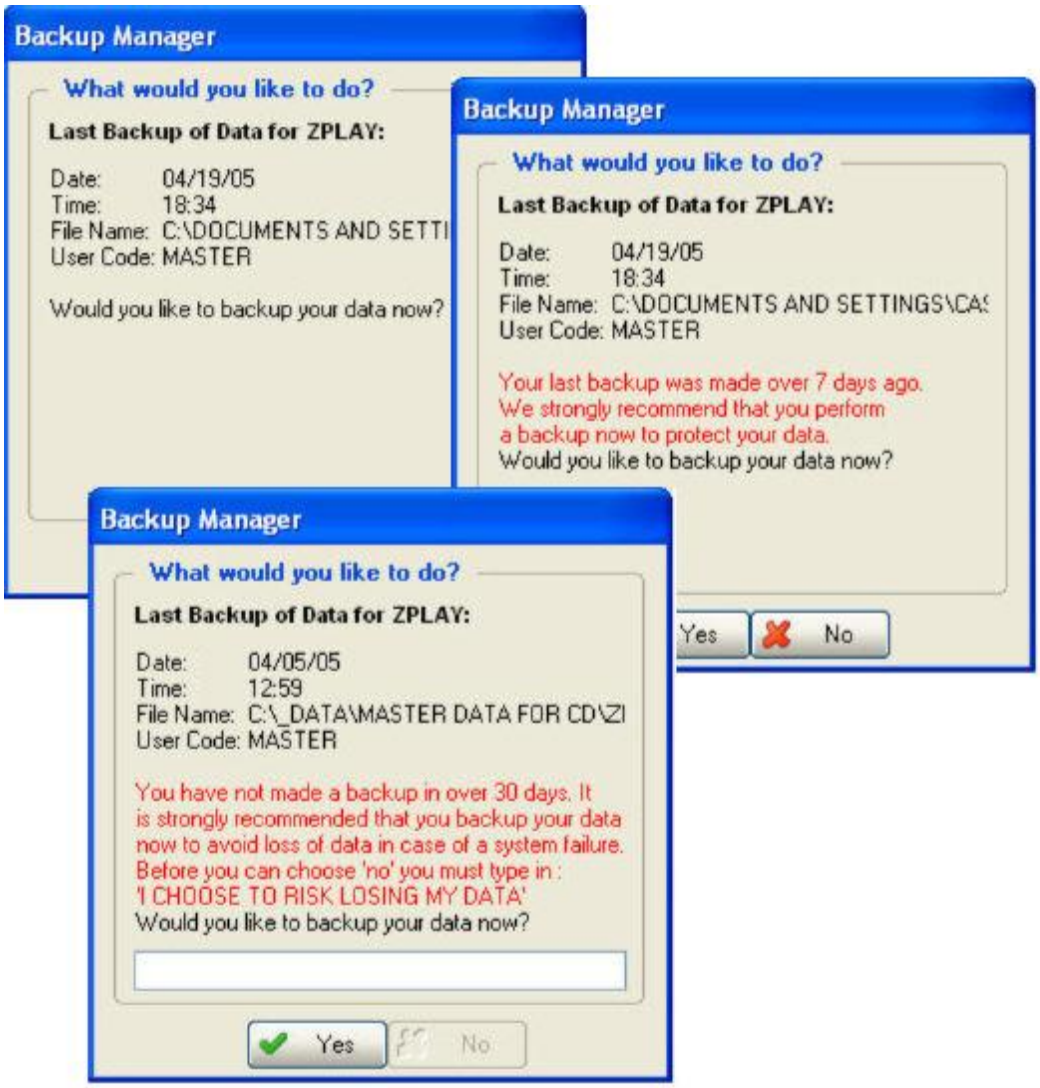
Backup Manager

What does it do? Backup Manager keeps track of when you do and when you don't make a backup. You can choose between options to have Backup Manager prompt you to make a backup every time you exit the program; you can choose either Always Warn or Never Warn. If you choose to be warned, Backup Manager will display a screen showing you the date, time, User Code, and path of your last backup.

If the program detects that you haven't made a backup for 7 days, the warning message is printed in red. If the program detects that you haven't made a backup for 30 days, the program forces you to type "I choose to risk losing my data" before you can exit the screen.

Where is it? Go to the Management Menu, Customize, and choose School Settings. The Backup Manger option is located on the Other Options Tab.

Here are the sample messages that you will receive from Tracks if you choose "Always Warn":


Backup Manager
What would you like to do?
Last Backup of Data for ZPLAY:
Date: 04/19/05
Time: 18:34
File Name: C:\DOCUMENTS AND SETTI
User Code: MASTER
Would you like to backup your data now?
Backup Manager
What would you like to do?
Last Backup of Data for ZPLAY:
Date: 04/19/05
Time: 18:34
File Name: C:\DOCUMENTS AND SETTINGS\CA
User Code: MASTER
Your last backup was made over 7 days ago.
We strongly recommend that you perform
a backup now to protect your data.
Would you like to backup your data now?
Yes
No
Backup Manager
What would you like to do?
Last Backup of Data for ZPLAY:
Date: 04/05/05
Time: 12:59
File Name: C:_DATA\MASTER DATA FOR CD\ZI
User Code: MASTER
You have not made a backup in over 30 days. It
is strongly recommended that you backup your data
now to avoid loss of data in case of a system failure.
Before you can choose 'no' you must type in :
'I CHOOSE TO RISK LOSING MY DATA'
Would you like to backup your data now?
Yes
No

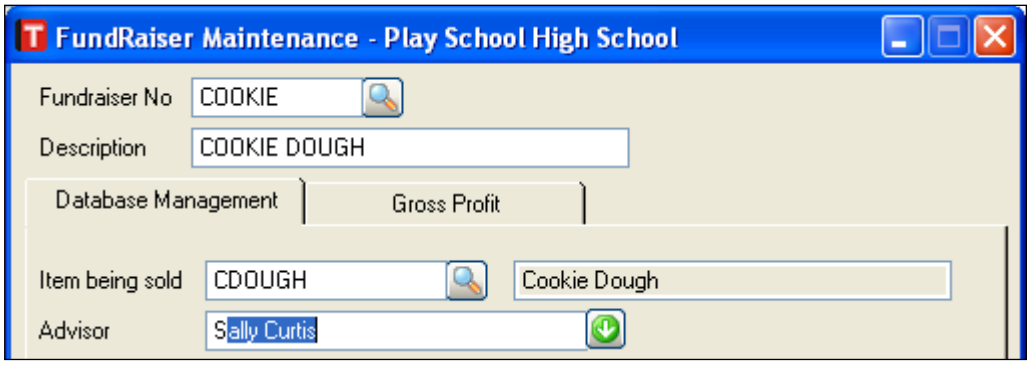
Using Auto-Complete

How does it work? Some fields in Tracks have Auto-Complete functionality. This feature saves you data entry time because the program remembers what you've entered into this field in the past and allows you to auto-complete the field with a value you've typed before. For example, let's assume you've entered Sara Gielow as an advisor in FundRaiser Maintenance on one FundRaiser. But Sara Gielow is actually the advisor for many FundRaisers. The auto-complete feature will remember her name and automatically fill the field as you being typing. When you enter Sara Gielow as the Advisor on a FundRaiser, SchoolBooks adds that value to the Advisor auto-complete file. The next time you type an "S" in the Advisor field, the program will automatically display the first "S" record it can find.

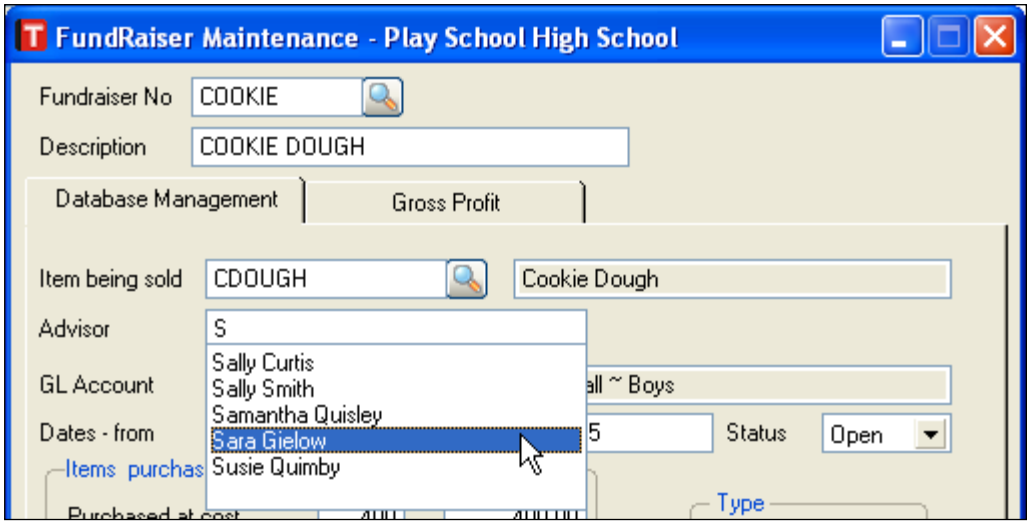
Let's see how it works. We're going to use Fundraiser Maintenance in this example, but it works the same way for all the Auto-complete fields:

In the example below, we've entered Sara Gielow as the Advisor for the Magazine Fundraiser.

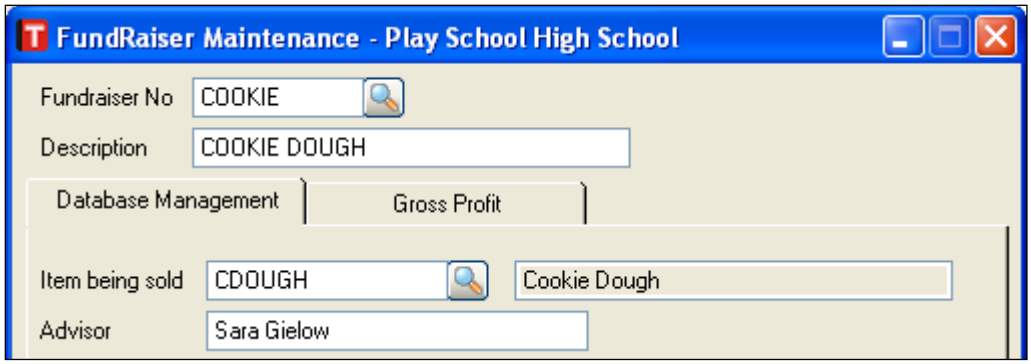
Since Sara is also the Advisor for the Cookie Dough FundRaiser, we want to enter her name there too. When we enter the "S," the program displays the first record for this field beginning with "S" and also displays a green button at the end of the field. That tells me there are already values in this field.



To find Sara, simply press the down arrow on your keyboard or click the green arrow button on the screen. The program will display all the "S" values it can find. Press <Enter> to select the one you want.

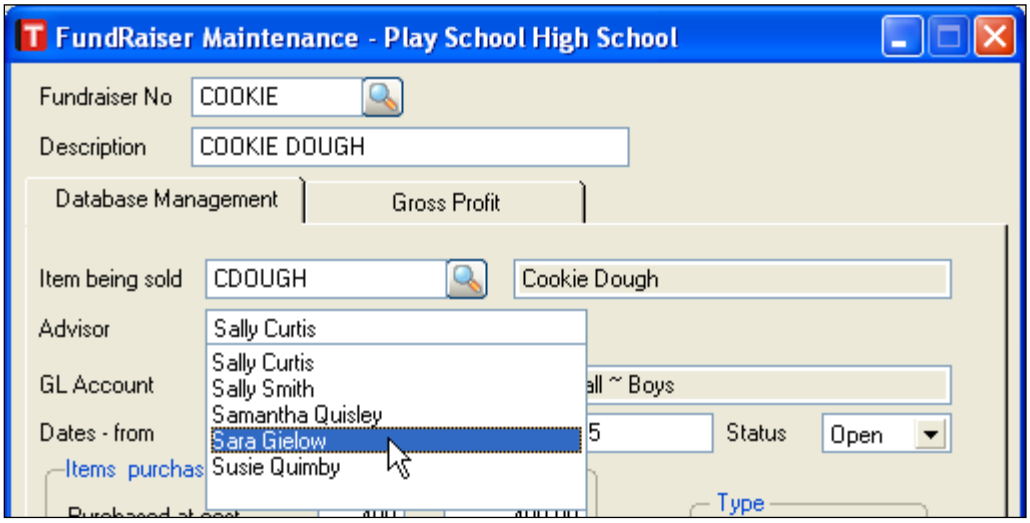


What happens if you want to change an existing value? Let's assume you entered a name with a typo and now you want to correct it. Let's assume Sara really spells her name Sarah rather than Sara. It's easy to make that correction. First, bring up the record you want to change. **Important: You must select it from the list in order to change it; don't just type in the name Sara Gielow – you must pick it and load it from the existing list.**



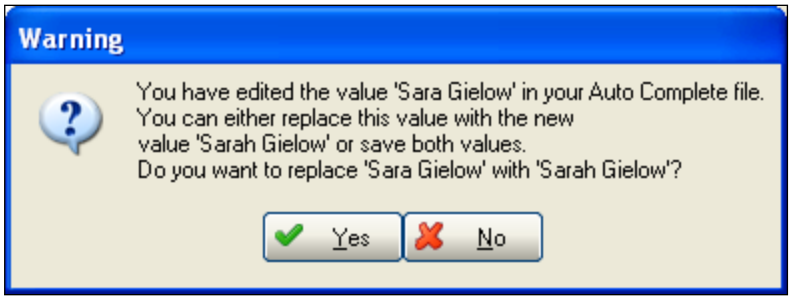
Steps to replace one value/name with another:

1. Find the record you want to change.
2. Pick the value/name from the list. That means even if the name is displayed, press your down arrow on the field to display the list and pick it from the list again. This tells the program where you are and what you're doing.



3. After selecting the value you want to change, modify the field as shown below.

When you press <Enter> to leave the field, the program will realize that you've changed the value in the field and display a screen like this:


Warning
You have edited the value 'Sara Gielow' in your Auto Complete file.
You can either replace this value with the new
value 'Sarah Gielow' or save both values.
Do you want to replace 'Sara Gielow' with 'Sarah Gielow'?
Yes
No

Then you can choose “Yes” to replace the old Sara Gielow with the new Sarah Gielow. Or you can choose “No” to keep both values.

For more information maintaining and using the Auto-Complete feature, see Auto-Complete Maintenance.

Help Menu

The Help Menu has a number of other interesting features besides help. They are listed below.

Tracks Help

Select this option to go directly to the top-level menu of the Blue Bear Help system. Of course, Blue Bear software has context-sensitive help so you can click on a Help button from most screens or press <F1> at any time for help on using the software.

Register Software

Use this screen to register and activate your software. Your Customer and serial numbers will be on your invoice or you can obtain them from Blue Bear Technical Support. If you are connected to the Internet, type them into the appropriate boxes and click on the “Register Over The Internet” button. If you are not connected to the Internet, call or email Blue Bear Technical Support and we will email the registration numbers to you. You can cut and paste them or type them into the box from the email and click on Register Manually.

Support Customer Portal

Use this screen to enter new Support requests online or to check on the status of any Support request. You must be connected to the Internet in order to use this feature.

Blue Bear Website

Use this option to go directly to our Blue Bear website. You can access this site for Technical Tips, information about upcoming events, user feedback, and other exciting items. You must be connected to the Internet in order to use this feature.

Blue Bear Connect

Use this option to go directly to the sign on screen for Blue Bear Connect. This is the exciting Blue Bear support tool that works over the Internet to allow us to control your computer directly and serve you better. We use Blue Bear Connect for support, online training and installations. You must be connected to the Internet in order to use this feature.

Release Notes

This feature allows you to view information about the changes we have made in the software as new versions are released. The information is listed in reverse chronological order, so the newest changes appear at the top.

Get Updates

This feature allows you to configure and use an automatic update feature which will retrieve and install updates to your software automatically over the Internet. You must be connected to the Internet in order to use this feature.

About Blue Bear Tracks

This feature allows you to see the version number and publication date for your software.

Change User

What does it do? When you first install Tracks, you won't have any Users set up. Once you have added even one User in User Maintenance, Tracks will prompt you to enter a valid User Code and Password each time you start up the program. If you want to change Users once you have started running Tracks, simply click on the Change User button on the desktop. Tracks will display the User Login screen and you can login as a different user.

When you want to set up users: *Go to the Management Menu, System Maintenance, and select User Code Maintenance. See the chapter on System Maintenance for more information about users.*

Where is it? Go to the Daily Menu and select the Change User button.

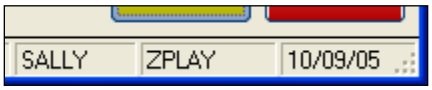
Using the Screen

Change School: This will allow you to change to a different school. If you do not change schools, this user will log in to the school on the window name (Play School here).

Note: *This function only works if you have users set up in User Maintenance.*

Remember: *Once you set up even one user, the system will require a User Code and Password to get into Tracks. Once you set up Security (in the next section) assigning permission to access certain menu functions to specific users, it will matter "who" you are in Tracks.*

Tracks always displays the current user at the bottom of the screen along with the School Code and the date.

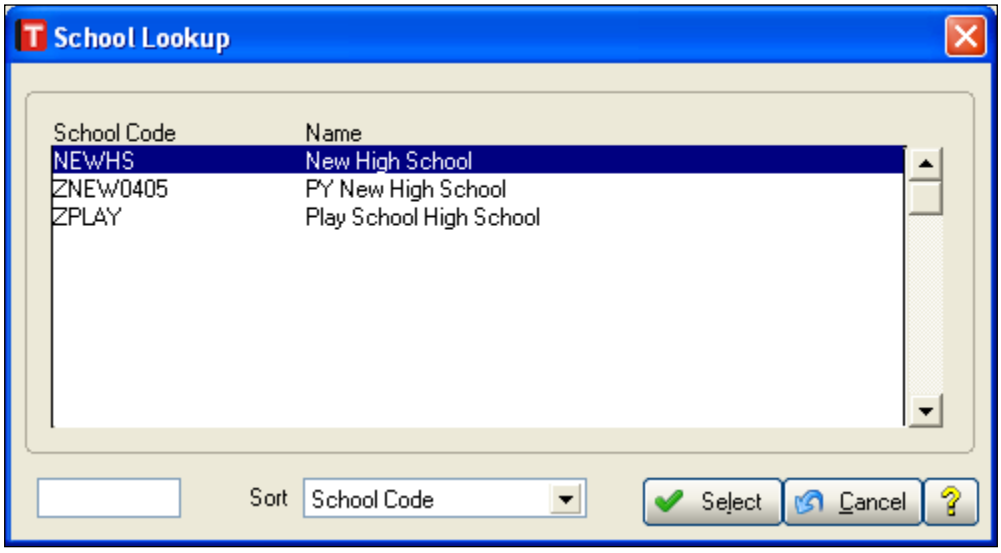


Change School

What does it do? Once you have set up School Codes in School Maintenance, Tracks will remember which school you were using last time and start up in that school. If you want to work in a different school once you have started running Tracks, simply choose Change School. Tracks will display a lookup window showing all your schools. Choose the one you want from the list.

Where is it? Go to the Daily Menu and select Change School.

Using the Screen



Frequently Asked Questions

You can find the answers to Frequently Asked Questions in these chapters:

- Chapter 13 - “How to correct it when you…”
- Chapter 14 - “How to Guide”

The information in these sections are designed to give you pointers about how to get the most out of Tracks and how to correct common mistakes. You will also get great ideas about how you can use Tracks to make your job easier by capturing sales information that will be useful to you and your students, as well as club advisors and other school staff.

Chapter 3 – Customize - Defining Your Options

Customize on the Management Menu to set up how Tracks will function on your system. Customize is divided into three main sections:

1. The Workstation Settings Menu has settings for each workstation including options for the workstation receipt printing, hardware, and scanning.
2. The School Settings Menu has settings for the whole Tracks system including options for the Work Screen, Closeout preferences, user-defined fields, and information about integration with SchoolBooks..
3. The General Settings Menu is reserved for future use.

Workstation Settings

What does it do? This is the screen where you can select the settings for each workstation in the system. Workstation settings must be accessed from each individual workstation. You can designate options for receipt printing, hardware including report printers, and scanning preferences.

Where is it? Go to Management, Customize, and select Workstation Settings.

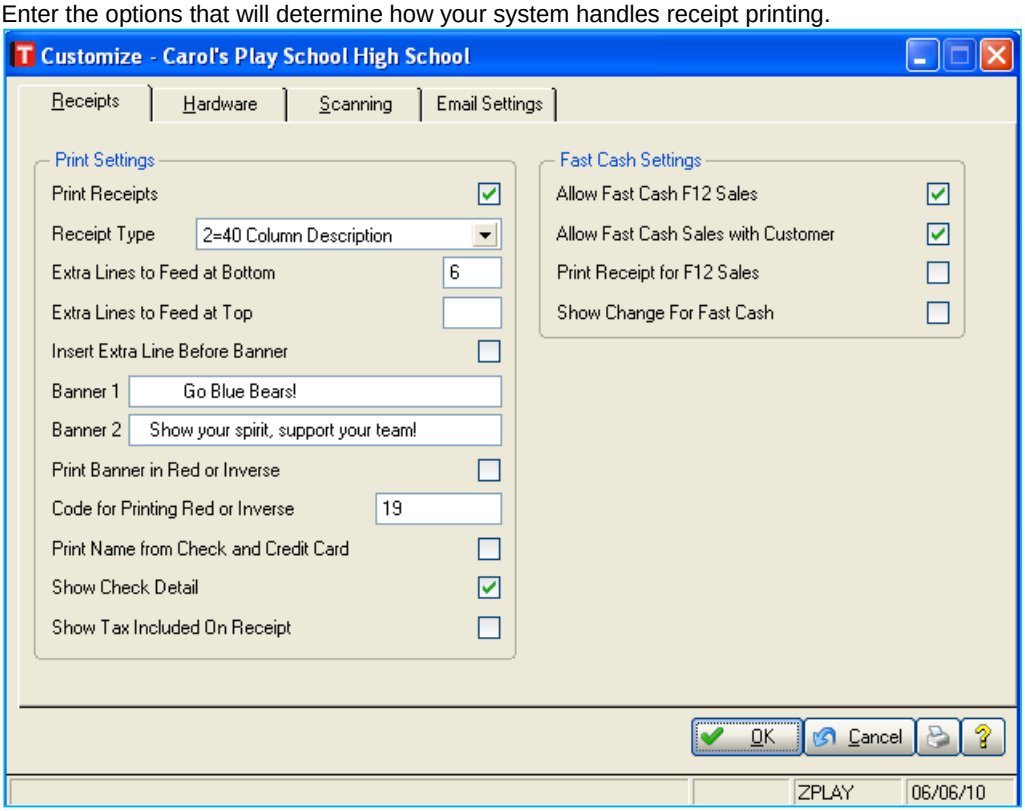
Workstation Settings (Receipts Tab)

What does it do? The Receipts Tab includes all options pertaining to printing receipts. When the **Print Receipts** check box is selected, all the other receipt functions become available. If the **Print Receipts** check box is cleared, the other options on this screen are not used.

Hint: *Check Appendix D for information about how to define your receipt printer in Windows. In addition to setting up a Generic/Text printer, you'll need to specify a Custom Paper Size under Properties.*

Using the screen

Enter the options that will determine how your system handles receipt printing.



Print Settings:

Print receipts: Check the box if you want Tracks to print a receipt for each sale transaction. Leave the check box clear if you do not want to print receipts.

Receipt type: Select the format for how the receipt will print. The best way to decide which format is best for you is to try the different options and then pick the one you like. You can go into Play School, print sample receipts, then come back to your real school and set the option. We suggest Type #2 which prints the item description without the item number (less cluttered looking). But during very busy times, you may want to use Type #1 because it doesn't print the whole school name and address so it prints faster – saving time and making the line go faster! Type #3 is the same as Type #2 but prints both the item number and description.

Extra Lines to Feed at Bottom: Use this option and the next one to give you the right amount of extra tape before and after the receipt prints. Enter the number of extra lines you want the receipt printer to feed AFTER it prints the receipt. Recommended setting is "6".

Extra Lines to Feed at Top: Enter the number of extra lines you want the receipt printer to feed BEFORE it prints the receipt. Recommended setting is blank.

Insert Extra Line Before Banner: Check this box if you want to print an extra line before the banner on the receipt. Leave the box clear if you don't want to print an extra line.

Banner 1: Enter the text for banner line 1 on the receipt. This is a 40-character field. Tracks will center it on the receipt. It might be something like "Go Blue Bears!"

Banner 2: Enter the text for banner line 2 on the receipt. This is a 40-character field. Tracks will center it on the receipt. It might be something like "Save this receipt – just in case".

Print banner in Red or Inverse: Check this box if you want the banner to print in red on the receipt. Leave the check box clear if you want the banner to print in black. Most schools print the banner in red. If you are using a thermal printer, a choice of "Red" here will cause the banner to be printed white on black.

Code for Printing Red or Inverse: Enter the function code to tell your receipt printer how to print in red. For Citizen 3530 and 3535 printers, the code is 18. For most Citizen 3540 and 3550 printers, the code is 19. For thermal printers, this is handled by the program internally; you can leave this blank. You can test to see that your printer is printing correctly by going to Management, System Maintenance, POS Equipment Test. If your printer does not print red and you think it should, check to see that the ribbon cartridge is seated correctly in the printer. If you STILL have a problem, please call Support and we'll try to help you beat it into submission.

Print Name From Check & Credit Card: Check this box if you want to print the payee name for either checks or credit cards on the receipt. Leave this box cleared to print the check number or credit card number only – without the name.

Show Check Detail: Check this box if you want to show the check detail on the receipt.

Show Tax Included on Receipt: Check this box if you want to show the included tax on the receipt. For more information on using Included tax, see the Work Screen Tab in School Settings.

Fast Cash Settings:

Allow Fast Cash F12 Sales: Check this box if you want to allow <F12> Cash Sales. Leave the box clear if you don't allow <F12> cash sales.

Fast Cash Sales with Customer: Check this box to allow <F12> Fast Cash sales with a Customer on the Work Screen. This option is only available if you have enabled <F12> Fast Cash sales period.

Hint: *You can complete a sales transaction simply by pressing or clicking <F12> - if there is not a Customer on the screen and the transaction is being done with cash. This feature allows you to make fast sales for items that need no tracking by Customer. Tracks still assigns a receipt number and can print a receipt, but instead of having to press <F9>, enter the payment information, then press Enter - you do it all with one keystroke - <F12>.*

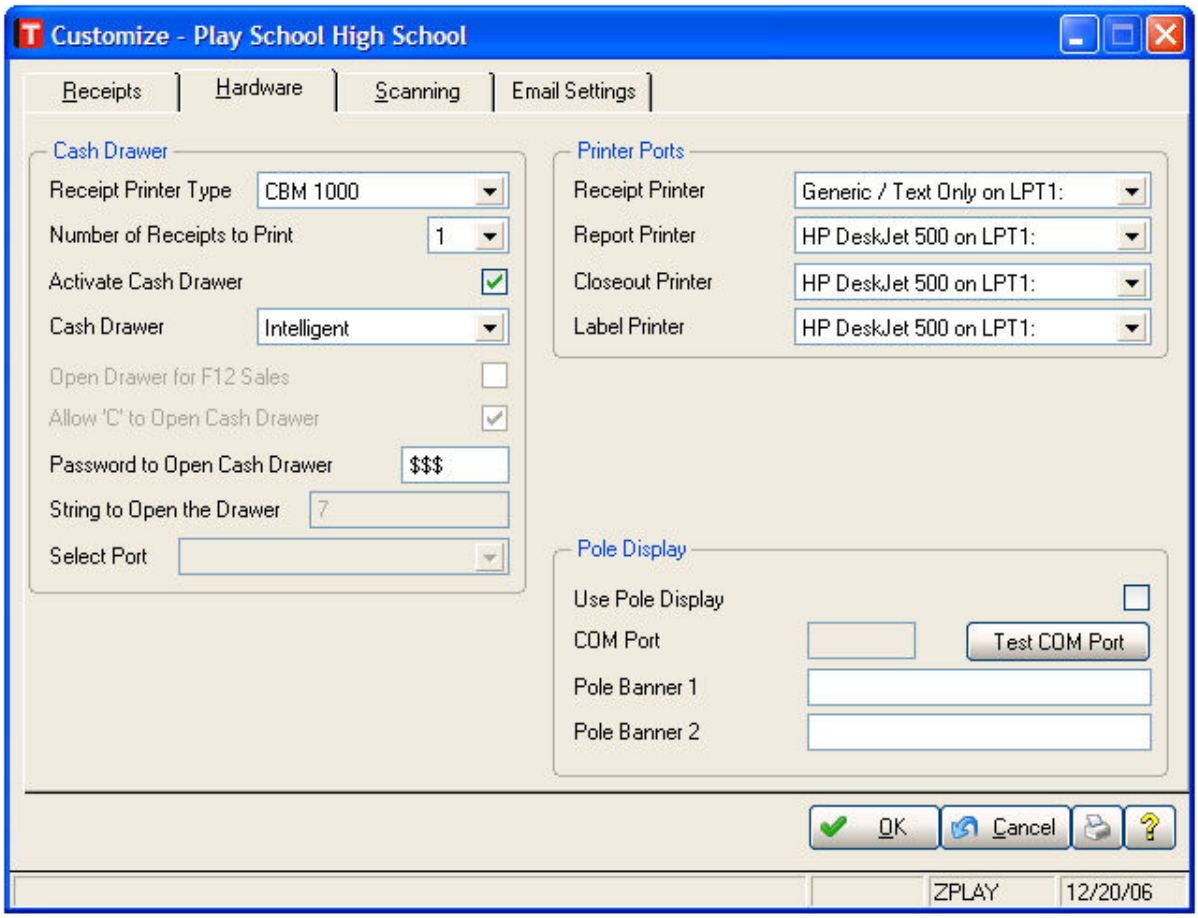
Print Receipt for F12 Sales: Check this box if you want receipts to be printed for your F12 Sales.

Show Change for Fast Cash: Check this box if you want Tracks to show the change due for Fast Cash Sales.

Workstation settings (Hardware Tab)

What does it do? The Hardware Tab has settings for your cash drawer and printer setup options.

Using the screen



Cash Drawer Options

Receipt Printer Type: Select the type of receipt printer you have using the options shown. If you have an impact printer, choose "3530, 3540..." as shown above. If you have a thermal printer, choose "CBM 1000." The third option is "None or Other."

Number of Receipts to Print: If you have a CBM 1000 thermal printer that only prints one receipt at a time, you can choose the number of receipts to print for sales. This option was added because many users who use a thermal printer didn't want to take the time to print a second copy of the receipt during the sales process.

Activate Cash Drawer: Check this box if you use a cash drawer. Leave the box clear if you do not use a cash drawer.

Intelligent/Non-intelligent: Check the appropriate box for your cash drawer. Most cash drawers supplied by Blue Bear are intelligent.

Open drawer for F12 sales?: Check this box if you want to open the drawer for <F12> sales. Leave the box clear if you don't want to open the drawer for <F12> sales.

Note: *For more information about <F12> sales, see the note on the Receipts Tab.*

Allow "C" to open Cash Drawer: Check this box if you want the user to be able to open the drawer from the Work Screen by typing "C". Leave this box blank if you don't want this option. *Most schools WANT the option – there are times you just want to open the drawer quickly without making a sale!*

Password to Open Cash Drawer: Or, if everyone knows you just have to type a "C" to open the drawer, you can opt to enter a password to open the drawer. Enter the password here. Note that this is an either/or situation. Either you use the "C" or the password to open the drawer – not both.

String to Open the Drawer: This refers to the internal command to open the drawer, not the password above. Enter the string (it's a code) to make the cash drawer open. With Blue Bear cash drawers, it's usually CHR(7) which is a bell.

Select Port/Printer: Enter the port or printer where your cash drawer is attached. For cash drawers attached to receipt printers, this will be the printer port. If your receipt printer is connected to LPT2, it will be LPT2 – meaning the second parallel port on the computer. Just choose your receipt printer from the printer drop down list. Check that the port selected for your cash drawer is the SAME as the port selected for the receipt printer because the cash drawer is usually connected to the receipt printer.

Printer Ports

Tracks uses the standard printers set up in Windows on your system. You will be able to select which printer to use at the time you actually print a report – just like other Windows programs. But since we usually have both a regular printer and a receipt printer on most Tracks systems, we tell the program where to find the receipt printer, etc. in this section. You wouldn't want Tracks to stop every time before it prints a receipt and ask where to print it, would you?

If Tracks is constantly prompting you to select a printer when you try to access a report, it is because you do not have your default printers defined here. Once you define your printers here, Tracks will know where you normally want the reports to print and will stop pestering you.

Printers: Browse to select the correct printer for each one of the options. Windows knows which printer is connected to which port. We suggest that receipt printers be connected to LPT2 or a USB port.

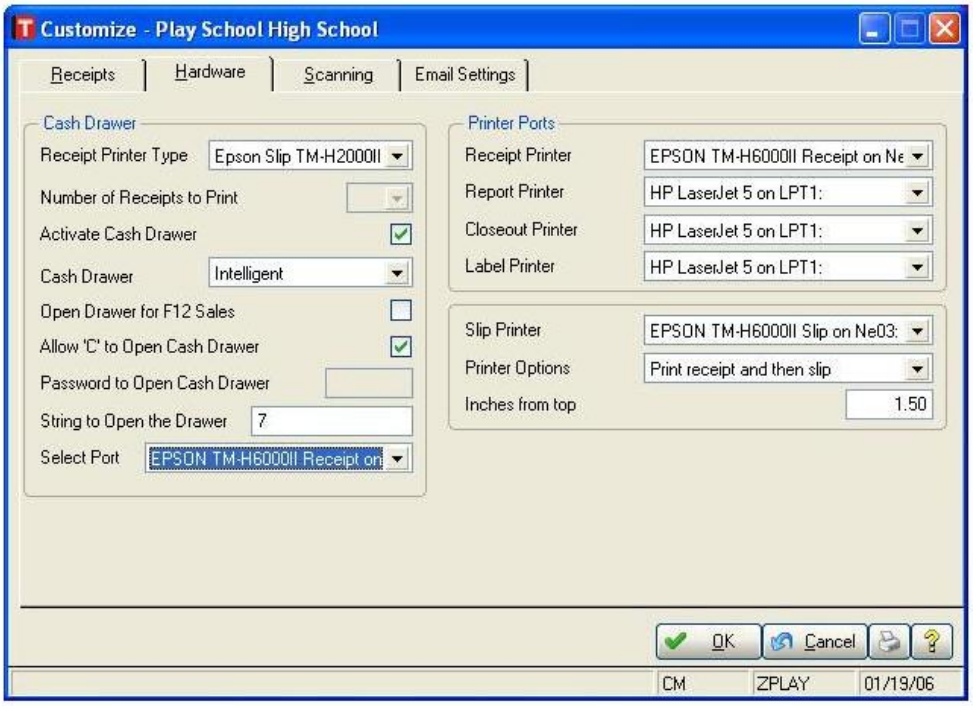
Hint: *Check Appendix D for information about how to define your receipt printer in Windows. In addition to setting up a Generic/Text Only printer, you will need to specify a Custom Paper Size under Properties.*

Slip Printer: If you have a slip printer (see screen below), the program will print the endorsement on the back of a check. The program is smart enough to only print the endorsement if the Payment Type on the Work Screen is "5-Check." In the setup example above, the program would do the following if Payment Type is Check:

1. Print slip – document that you insert.
2. Print receipt.
3. Print endorsement on back of the check you insert.

The slip endorsement lines text, found on the Messages Tab in School Settings, allows you to enter whatever text you want to have printed on the back of checks you will deposit. For example, you might have something like the following:

Line 1: Pay to the order of
Line 2: Play School High School
Line 3: Sunshine Bank
Line 4: Account #89766-9087



Pole Display

Use Pole display: If you have a pole display, you will want to check this box.

Com Port: Enter the port on which your pole display is installed. If you need to test this, you can click on the "Test COM Port" button.

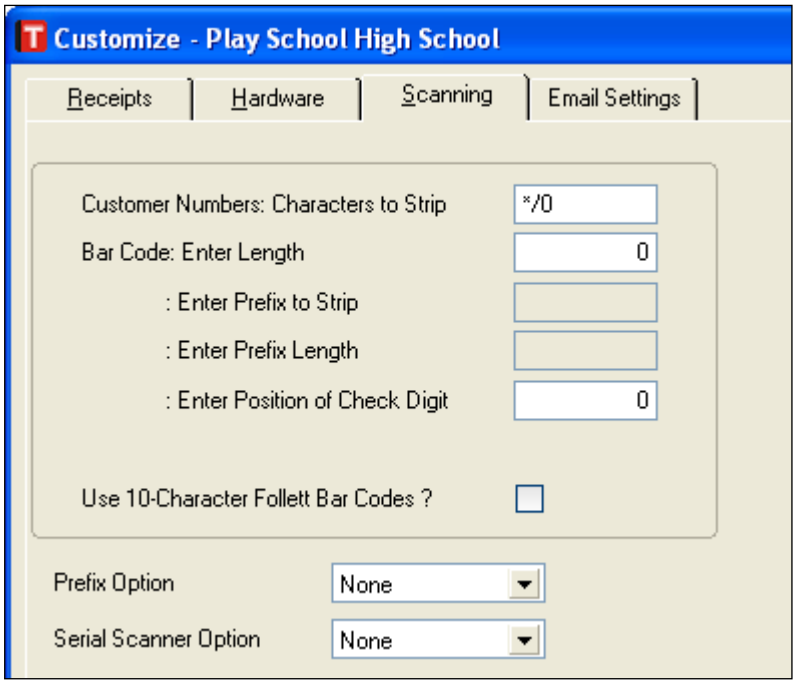
Pole Banner 1 and Pole Banner 2: Enter the banners that you would like to show on your Pole Display when you are not making a sale.

Workstation Settings (Scanning Tab)

What does it do? The Scanning Tab is used to tell Tracks about how your student bar codes are set up. If you use bar codes that contain extra characters NOT FOUND in the Tracks Customer number, you must instruct Tracks to strip off the extra characters so that the program can locate the right student.

Note: *Always test your scanning function BEFORE you have to begin selling. You can test your scanner by using the program on the Management, System Maintenance Menu called POS Equipment Test. You should also test your scanner anytime you get a batch of new student ID cards from a new source. For example, if you have a new photography company supplying your ID cards this year, test those cards with your scanner BEFORE you start handing them out!*

Using the Screen



Customer Numbers: Characters to Strip: Enter specific characters that may be part of the bar code that you want Tracks to strip off before comparing the scan against your Customer numbers. Usually, you will want to strip leading characters like asterisks, slashes, and zeroes from the number (for example, */0). Tracks will strip these characters from the left of the Customer number. So, if your Student bar codes all have a “P” in front of the actual student ID number, you’ll want to add a “P” to the characters already entered.

Bar Code: Enter Length: If you want to strip prefix or check digit characters from your Customer numbers, enter the length of your Customer number bar code here. Otherwise, leave this field blank.

Enter Prefix to Strip: If you want to strip off a prefix that appears in front of all your Customer numbers, enter the prefix here. For example, assume your student ID numbers are five digits (like “56789”), but your district always puts your school code “123” in front of all student ID numbers. If you load student data and Tracks thinks the student number is “56789”, then scanning a bar code that reads “12356789” won’t work. You would want to strip off the “123” from in front of every Customer number. So you would enter “123” in this field.

Enter Prefix Length: Enter the length of the prefix above.

Enter Position of Check Digit: Some districts add a check digit to the end of student ID numbers so various systems can check the integrity of the bar code. You can choose to strip off this check digit by telling Tracks where it is in the bar code. For example, assume your student ID number is "56789", but there is a check digit of "3" on the end making the bar code read "567893". You would want to strip off the "3' which is found in the 6th position in this bar code. You'd tell Tracks that the length of the bar code is "6", leave the Prefix field blank, and enter "6" in the Check Digit field.

Use 10-Character Follett Bar Codes?: Check this box if you use 10-Character Follett Bar Codes on your student ID cards.

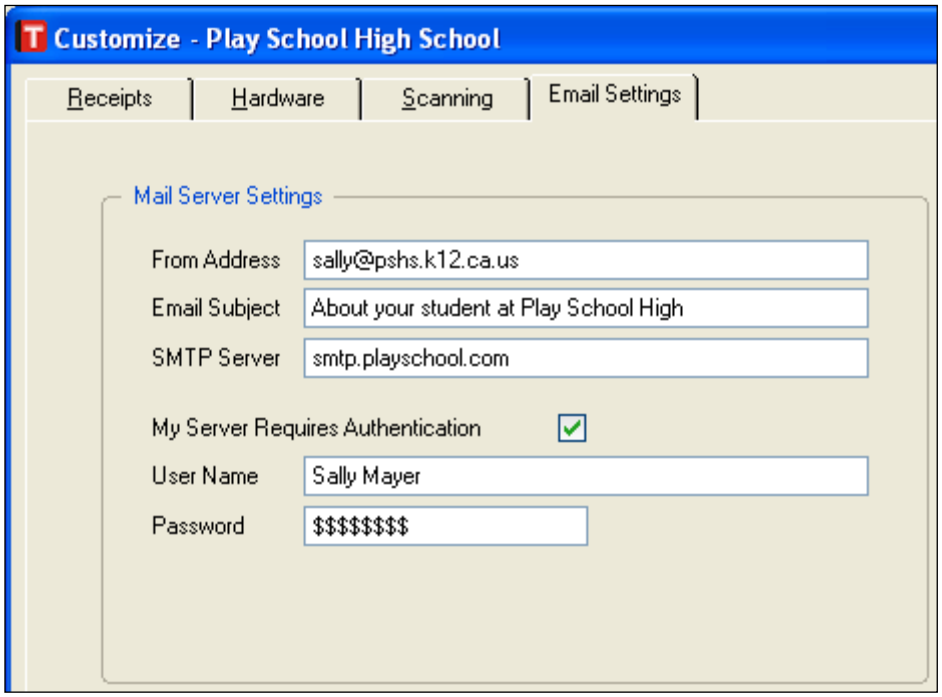
Prefix Option: Your choice of prefix option will determine which additional fields become available to you on this screen. Select "None" if your bar codes have no prefix to strip. Select "Prefix Length" if you want to strip a specific number of characters off the front of your bar codes. Select "Prefix" if you want to strip a specific set of characters off the front of your bar codes.

Serial Scanner Option: Here you can choose if you use a serial scanner, and if so, where it is located.

Workstation Settings (Email Settings Tab)

What does it do? The Email Settings Tab has information about how you will send Form Letters via email. If you are a typical Tracks user, you may not know the answers to complete this screen. You don't need to feel guilty; it's very technical. The IT person at your school or district will be able to help you get the correct information.

Using the Screen



Mail Server Settings

From Address: Enter the email address you want the form letter to be sent from. In the example above, all the form letters will be from Sally at Play School High School.

Email Subject: Enter a subject line to be used as a default for your form letter emails.

SMTP Server: Enter a server name like "smtp.myschool.com: or "123.168.44.11." You should get a valid IP address from your data processing person. Right now, Blue Bear email works only with SMTP servers. IMAP servers, such as some implementations of Microsoft Exchange, will not work at this point. Blue Bear will continue to work to expand the email capabilities of the software.

My Server Requires Authentication: Check this box if your email server requires authentication. This field is necessary if your server requires that you authenticate, or login, before sending email.

User Name: Enter your user name on the SMTP server.

Password: Enter your password on the SMTP server.

School Settings

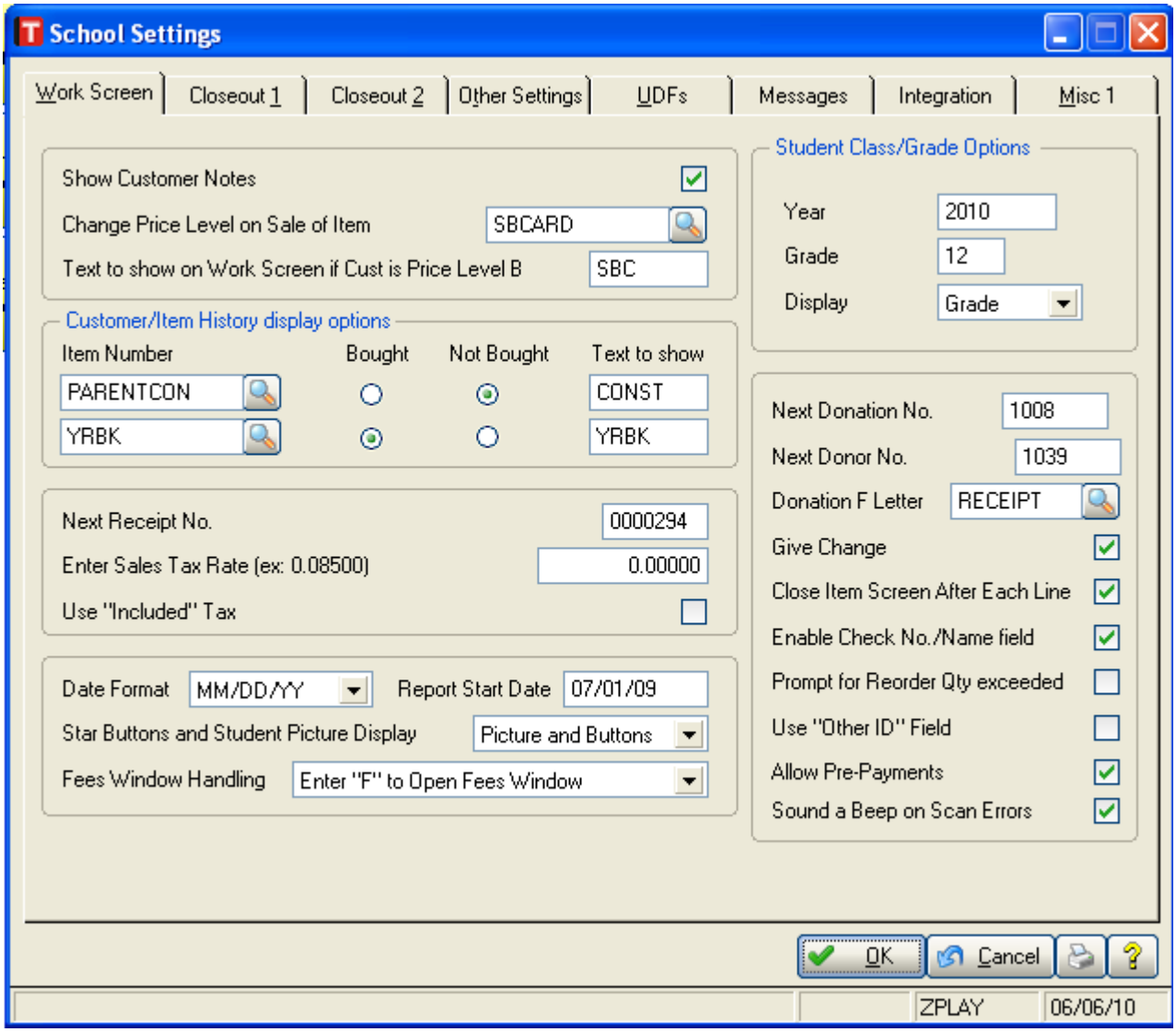
What does it do? These screens allow you to enter more options about how Tracks functions. Options located on multiple tabs provide for setup choices pertaining to the Work Screen, how your system does a Closeout, user-defined fields, and integration with accounting programs.

Where is it? Go to Management, Customize, and select School Settings.

School Settings (Work Screen Tab)

What does it do? The Work Screen Tab allows you to enter options to determine how the Work Screen will function on your system.

Using the screen



Show Customer Notes: Check this box if you want to see a message for Customer Notes on the Work Screen when a Customer is selected.

Change Price Level on Sale of Item: If you want to have Tracks automatically change a Customer's price level to "B" when they purchase a student body card, enter the Item number of your student body card here. You must first set up the Item for Student Body Card in Item Maintenance. Then come back here and select that item for this field. You can use the price level on the Customer and on the Item to determine what customers are charged for specific items.

What is Price Level B? *All customers start out with a Price Level of "blank." In many schools, when a student purchases a student body card/sticker, they are then entitled to discounts on various things like yearbooks, dance football, games, etc. In Tracks, you can set up the Yearbook, for example, with two price levels - one for students without a student body card (blank or A)*

and one for students with a student body card (B). Tracks will automatically charge the right price to the right customer. Tracks will automatically change the Customer Price Level to "B" when the student purchases a student body card if you have the Item number entered in the option titled, "Change Customer price level on on sale of ITEM"

Text to show on Work Screen if Cust is Price Level B: Enter whatever text you want to see displayed on the Work Screen if this Customer has purchased a student body card (is a Price Level B customer). For example, if you enter “SBC” (for student body card) in this field, then when Sally Smith is pulled up on the Work Screen, you will see a green and black box with “SBC” on the screen – telling you instantly that she is a Price Level B Customer.

Customer/Item History display options: You can choose to display text on the Work Screen based on if a customer has either bought or not bought an item. In the example above, If a student has NOT bought the Parent Consent Letter, the text "CONST" will show when that student is on the Work Screen. If a student HAS bought the Yearbook, then the text "YRBK" will show on the Work Screen.

Next Receipt Number: Tracks keeps track of the next receipt number to be used for this workstation. When you start using Tracks, you can enter the number you’d like to start with. You should not reset this number after you have started printing receipts as you could foul things up royally!

Enter Sales Tax Rate: If you want Tracks to calculate the sales tax on taxable items, enter your sales tax rate here. A tax rate of 8% should be entered as .08 not 8.00. If you don’t deal with sales tax, leave the field blank.

Use "Included" Tax: If you want to be able to sell items with sales tax included in the price, check this box. This will allow you to designate Items with “included tax” as opposed to tax that is added on. For example, you might want to make your price for PE shorts be $15 including tax; Tracks would then back out the sales tax.

Date Format: You have a choice about how Tracks displays dates in the system. Tracks will use the format you select to display dates on all the screens.

Report Start Date: Enter a default starting date for your reports. If you started using Tracks in November, you might enter “11/01/07” and then Tracks will default the starting report date to that date. The ending date in the date range will usually be today’s date. If you have been using Tracks for the entire year, you should enter the starting date of your fiscal year in this field. This date will usually be July 1st.

Star Buttons and Student Picture Display: You can choose which of three different Work Screen layouts you want to use. Choose ”None” for a plain Work Screen. Choose “Just Star Buttons” if you want to use the Star Buttons, but don’t want to display a student picture. Choose “Picture and Buttons” if you want to display both student picture and Star Buttons.

Fees Window Handling: You can choose if you want Tracks to automatically open the Fees window when a student has outstanding fees or if you would only like to show the Fees window when you type "F" in the command line on the Work Screen.

Next Vehicle Permit No.: If you are selling vehicle type items on your web store, this is where the system shows you the next number that will be assigned when a vehicle type item is purchased on the web store. For more information about Web Store setup, see the Help files and WebStore User Guide.

Student Class/Grade options: Tracks stores the students’ graduating year in four characters – like 2007. But you can choose whether you want to see the grade level (12) or the graduating year (2007) when you look at student records. In these fields you establish the relationship between graduating year and grade, and indicate how you want the information displayed. Enter a graduating year and the corresponding grade level. For example, if your current 12th graders will graduate in 2007, enter “12” as the grade and “2007” as the graduating year. Tracks will do the rest.

Next Donation Number: Tracks maintains a separate file that tracks all donation transactions. Each time you make a sale of a donation type item, Tracks creates a record in the Donation file. Each donation transaction has a unique number (different from the actual receipt number). The Next Donation Number is updated automatically as donations are made.

Next Donor Number: Tracks maintains a separate file for all donors. Each time you make a sale of a donation type item, Tracks will prompt you to enter Donor information for the donation. Each Donor has a Donor Number. You will be able to select an existing Donor or add a new one. When you add a new Donor, Tracks will use this field to select the next Donor number to be assigned. Each Donor has a unique number. The Next Donor Number is updated automatically as donors are added.

Donation Form Letter: You have the option to print a letter-sized receipt (also known as a Form Letter) at the time you make a sale of a Donation Type Item. You can design all sorts of form letters in Donation Form Letter Maintenance. Then you choose one of those to be used as your receipt. This receipt can be handed to the donor at the time of sale or placed in a window envelope for mailing. If there is a Form Letter Code in this field, Tracks will automatically print the Donation Form Letter after it prints the regular receipt. If you leave this field blank, Tracks will just print the regular receipt. Note: *You can always print these letters at any time, but it is this function that makes the program print them at the time of sale.*

Give Change: Check this box if you want to Tracks to display the amount of change due the customer at the time payment is tendered.

Close Item Screen After Each Item: When you click <F3> to do an Item Lookup on the Work Screen, you can choose whether you want the program to keep the lookup window open or close it after you've selected an item. Check this box to close the Item Lookup screen after each item. Leave it cleared to have the lookup window remain open.

Enable Check Number/Name field: When you enter a payment type 5 (Check) on the Work Screen, you can choose whether you want to be prompted to enter a check number and the name on the check at time of sale. Check this box if you want to enter the check number and name as you complete the sale. (THIS IS STRONGLY RECOMMENDED.) Leave the check box cleared and Tracks won't prompt you. Hint: *It is much easier to find who gave you a bounced check if you take a little, tiny bit of extra time while making the sale.*

Prompt for Reorder Quantity Exceeded: If you have entered a reorder quantity on an Item, Tracks will prompt you when you hit that reorder level. For example, if you enter a reorder quantity of "25" on the PE Shirt item, you are telling Tracks that you want to reorder PE Shirts when you only have 25 left in stock. You can see your quantity on hand and your reorder levels by looking at the item in Item Maintenance or printing the Reorder Report. But if you want to know right away, check this box and Tracks will remind you every time you sell this item on the Work Screen. Leave the box cleared if you don't want to be reminded.

Use "Other ID" Field: Check this box if you want to use the Other ID field. ***What is the Other ID field?*** It is a place you can put an additional number for a customer and then retrieve the customer by searching on that number. Let's assume you use the student's district ID number as your Customer number in Tracks. But the bar code on the student ID card is a different number used only by the library. You would load the library numbers in the Other ID field. Then, when you scan the student ID card, Tracks will search in the Other ID field first (before checking the Customer number) and find the student using his library number instead of his Customer number.

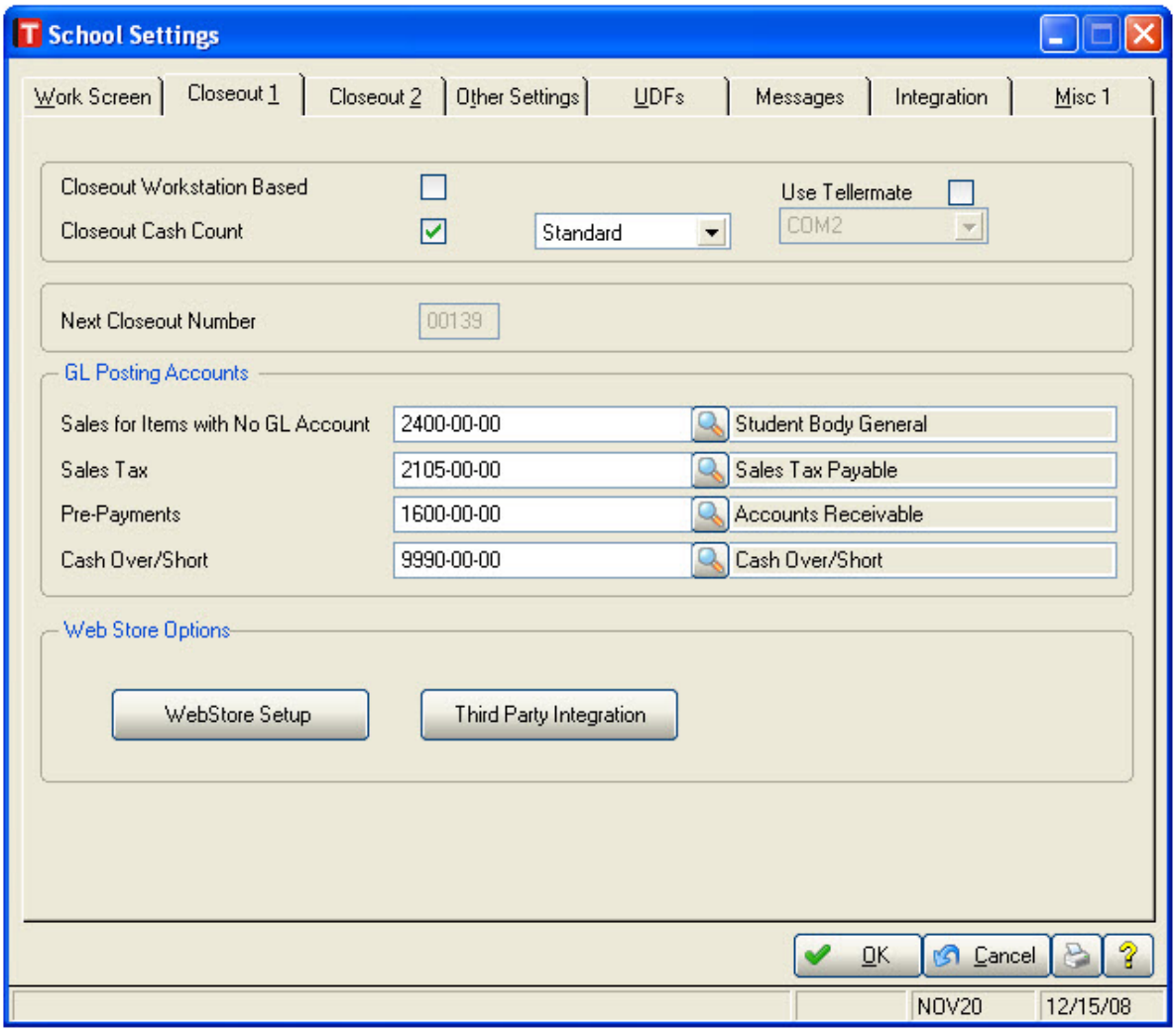
Allow Pre-Payments: Check this box if you want to allow pre-payments. For information on how to take a Pre-Pay Amount, see "How to Take a Pre-Payment" in the How To Section.

Sound a Beep on Scan Errors: Check this box if you would like to hear a "beep-boop" sound when incorrect entries are made on either the Work Screen or the Textbook Check Out screen.

School Settings (Closeout 1 Tab)

What is it? The Closeout 1 Tab has options about how to update your daily sales at the end of each day.

Using the Screen



Closeout Workstation Based: This option is only significant if you are running a multi-user version of Tracks. If you have a multi-user application, you can choose whether to do an individual closeout for each terminal/workstation each day or whether to do one big closeout that will include sales made by all terminals. Check this box if you want to perform a separate closeout for each terminal. Leave blank if you want one big closeout. ***Note:*** *Single user systems use one closeout only.*

Closeout Cash Count: Check this box if you want to have Tracks prompt you for cash count information at each closeout. Choose "Standard" to count your cash AFTER you see the Closeout amounts. Choose "Blind" to count BEFORE. The purpose of a blind cash count is to have the user tell Tracks how much money they actually have BEFORE seeing what they SHOULD have.

Use Tellermate: Check this box if you use a Tellermate Cash Management System integrated with your computer to count your money. Currently, you will still be required to manually enter the cash count information from the Tellermate receipt.

Next Closeout Number: The system displays the next closeout number.

GL Posting Accounts: Enter the accounts Tracks will use for posting sales and miscellaneous items.

- **Sales for Items with No GL Account:** If you have neglected to enter a GL Account for an item, Tracks doesn't know where to put that money at the end of the day. So it uses the GL Account you enter here. This should normally be a temporary clearing account, because you'll want to transfer the money out of this account to put it where it really belongs.

- **Sales Tax:** Enter the tax liability account and Tracks will put all the sales tax you collect in this account.

- **Prepayments:** If you accept prepayments on account, enter the account where the money should go. This will usually be a receivCashable-type account.

- **Cash Over/Short:** Enter the account where Tracks should post any DIFFERENCE between your daily sales and the actual cash from the Cash Count. When you do a large number of transactions and handle huge amounts of money, you may occasionally be $1.00 over or $.75 under what your Closeout Report says you SHOULD have in the drawer. This is no big deal. You should enter the ACTUAL amount of cash in your drawer. Tracks will post the difference (the Cash Over/Short) to this account.

Web Store Options:

WebStore Setup: Click this button to begin setting up your WebStore in a few easy steps.

Third Party Integration: Click this button to setup integration with a Third Party WebStore. The options below are then available,

Convenience Item: *This field only applies to users who are importing credit card sales transactions from another provider.* If you charge a convenience fee for web store sales, you should set up an item in Item Maintenance for that fee. Enter the Item Number here. Tracks uses this information to correctly allocate convenience fee amounts to the detail lines on each receipt.

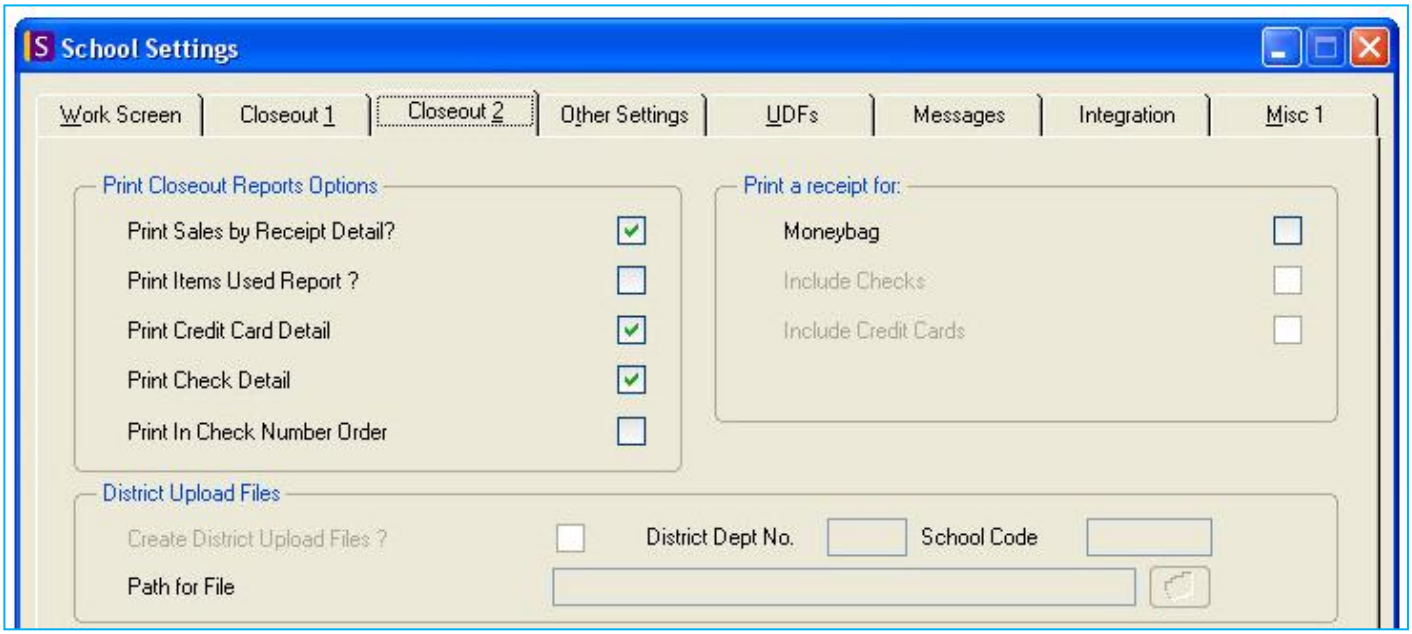
Pre-Payment Item: *This field only applies to users who are importing credit card sales transactions from another provider.* If you allow pre-payments, you should set up an item in Item Maintenance and add it to your Web Store. Enter the Item Number here.

Donation Item: *This field only applies to users who are importing credit card sales transactions from another provider.* If you take donations through your Web Store, you should set up an item in Item Maintenance. Enter the Item Number here. Tracks will also create a new donor record using the name and address on the credit card. For more information about donation processing, see the section on Donations and Tax Credits.

School Settings (Closeout 2 Tab)

What does it do? The Closeout 2 Tab has additional closeout options.

Using the Screen



Print Sales by Receipt Detail?: If you check this box, Tracks will automatically print a Sales by Receipt Report with every Closeout. Most users prefer to print it with every Closeout unless you're doing a fast Closeout during Fall Registration and don't want to wait for many pages to print before you can start selling again. Clear the check box to print summary data only at Closeout. You can always print the Sales by Receipt Report later if you wish.

Print Items Used Report?: If you check this box, Tracks will print a list summarizing the total quantity sold for each item on this Closeout.

Print Check Detail?: If you check this box, the Closeout Summary Report will print a detailed list of all checks collected.

Print Credit Card Detail?: If you check this box, the Closeout Summary Report will print a detailed list of all credit cards collected. For security purposes, only the first four and last four digits of the credit card number are stored and printed.

Print in Check Number Order: If you check this box, the check detail section will print in check number order. If you do not check this box, the check detail section will print in receipt number order.

Print Receipt for Moneybag?: If you check this box, Tracks will print a money slip on the receipt printer that can be included in your moneybag to take to the bank. Check the "Include Checks" and/or the "Include Credit Cards" checkboxes to also print check and credit card detail on the money slip.

Note: *The following options only pertain to schools that export transaction data directly to their district computer systems. If you have questions about how to set this up for your school, please call Blue Bear Support.*

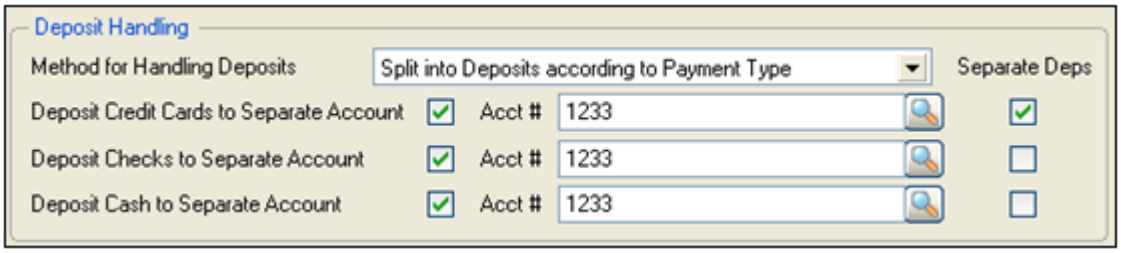
Create District Upload Files?: If you check this box, Tracks will create a data file containing all the transactions in each Closeout that can be uploaded to your district.

District Department #: Enter the district department number for the export file.

School Code: Enter the school code for this school so the district system will know where the data comes from.

Path for File: Enter the complete path for the export file.

Deposit Handling: You can choose if you want your deposits to all go to one account, to separate accounts based on payment type (which you can then determine below), or to separate accounts based on GL account (which is set up in GL Account Maintenance).

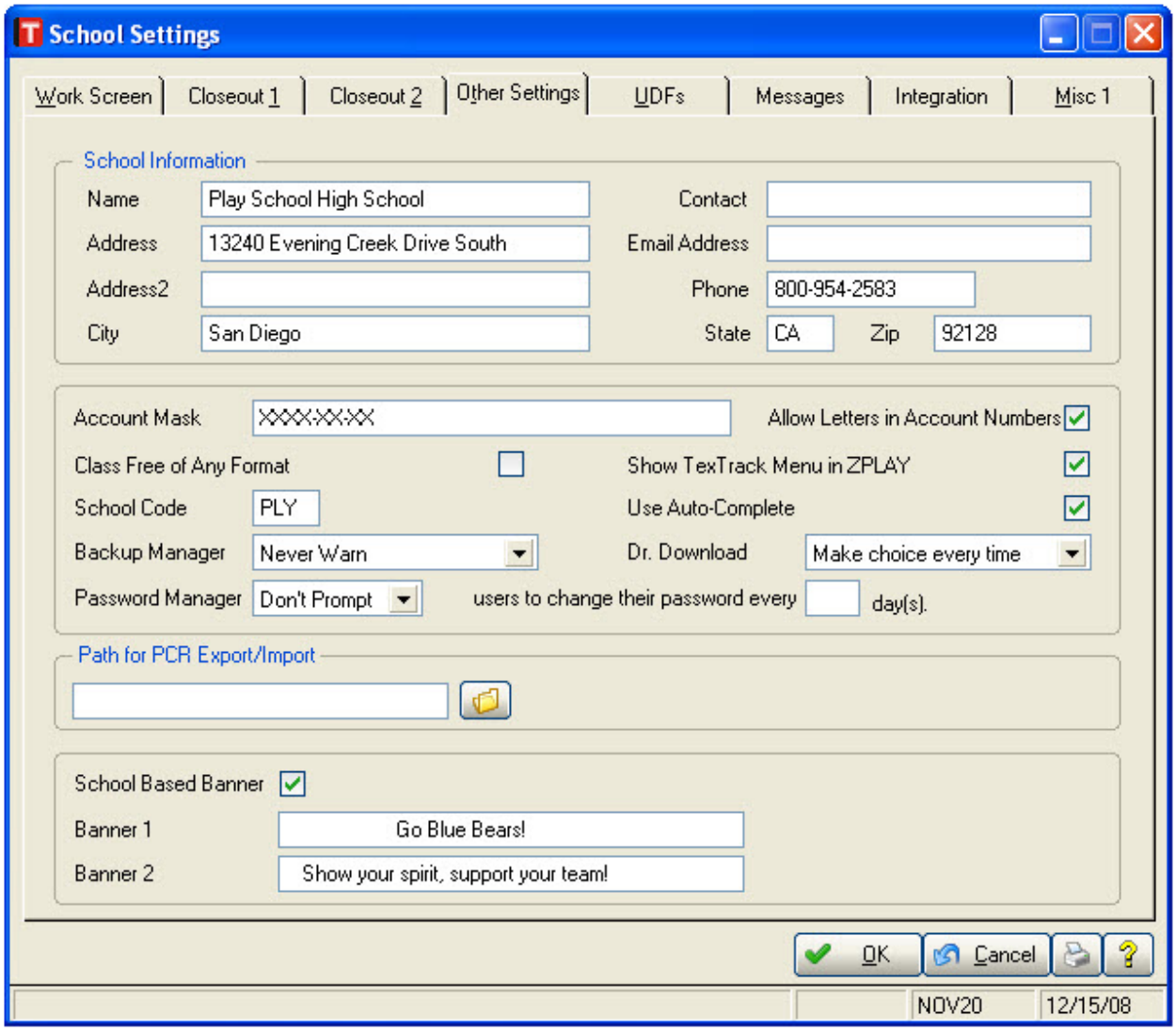


A common example of this is where all of your money goes to the same account but the cash and checks go together and your credit card transactions should be a separate deposit. If this is the case, you would want to set up this section as you see below,

School Settings (Other Settings Tab)

What does it do? The Other Settings Tab holds address information about your school, your GL Account Mask, and other information.

Using the Screen



School Information: Enter your school name, address and phone number. This Information will print on the top of receipts printed from this workstation. If you want to be able to see which receipt was produced by which workstation, you can make this information be slightly different for each workstation.

Account Mask: Enter the Account Mask for your GL Account numbers. You can enter up to 25 characters with up to 9 segments. See "What is an Account Mask?" for more information.

Allow Letters in Account Numbers: Most GL Account numbers are digits only. If you want to allow letters, check this box.

Class free of any format: Normally, Tracks stores a student's class (graduating year) in a four digit format. In other words, if your Dr. Download or SUU data contains the actual grade (like 12) as opposed to the graduating year (like 2006), the program will convert that 12 into 2006 (if you've said your 12th graders will graduate in 2006). But some schools have specific formatting requirements they want to preserve. If you don't want Tracks to make any changes to your student class data, check this box. You would choose this option if your school uses tracks (like 8A, 9B, etc.). If your data is displayed as grade and you have students Kindergarten listed as grade "0", you will probably also want to check this box.

Show TexTrack Menu in ZPLAY: With this option checked, the TexTrack Menu will show on the desktop in ZPLAY. This gives you the option of trying out our textbook tracking software in the demo data where you can't accidentally charge one of your real students for an imaginary lost textbook! Clear this box if you do not want to display the TexTrack Menu. The TexTrack Menu will only be displayed in other schools if you have purchased TexTrack and registered your software.

School Code: *Note: This field only applies to users who are using the Tracks Plus add-on module.* Enter a 3-character identifying code for this school. Tracks Plus uses this field to create 1098-T records for students. Because each record has a school code, Tracks is able to combine data from multiple schools and produce consolidated 1098-T forms.

Use Auto-Complete: Check this box to use Auto-Complete. This saves you data entry time because the program remembers what you've entered into a field in the past and allows you to auto-complete the field with a value you've typed before.

Backup Manager: If you select "Always Warn," Tracks will display a window telling you the last date you made a back up and asking you if you would like to create one now. Select "Never Warn" to avoid this window from appearing on closing. See Daily Data Backup and Backup Manager for more information about this great protective feature.

Dr. Download: If you always want to skip the Dr. Download Wizard, you can choose "Skip Dr. Download Wizard." If you would like to see the Wizard each time, select, "Run Dr. Download Wizard." Leave the default of "Make choice every time" if you want to choose if it should run or skip each time you open Dr. Download.

Password Manager: You can specify when Tracks should either prompt you or force you to change your password. With either selection, users will be prompted right after logging in. If you select, "Don't Prompt", Tracks will never ask you to change your password. You can always change your password in Change Password on the Management Menu.

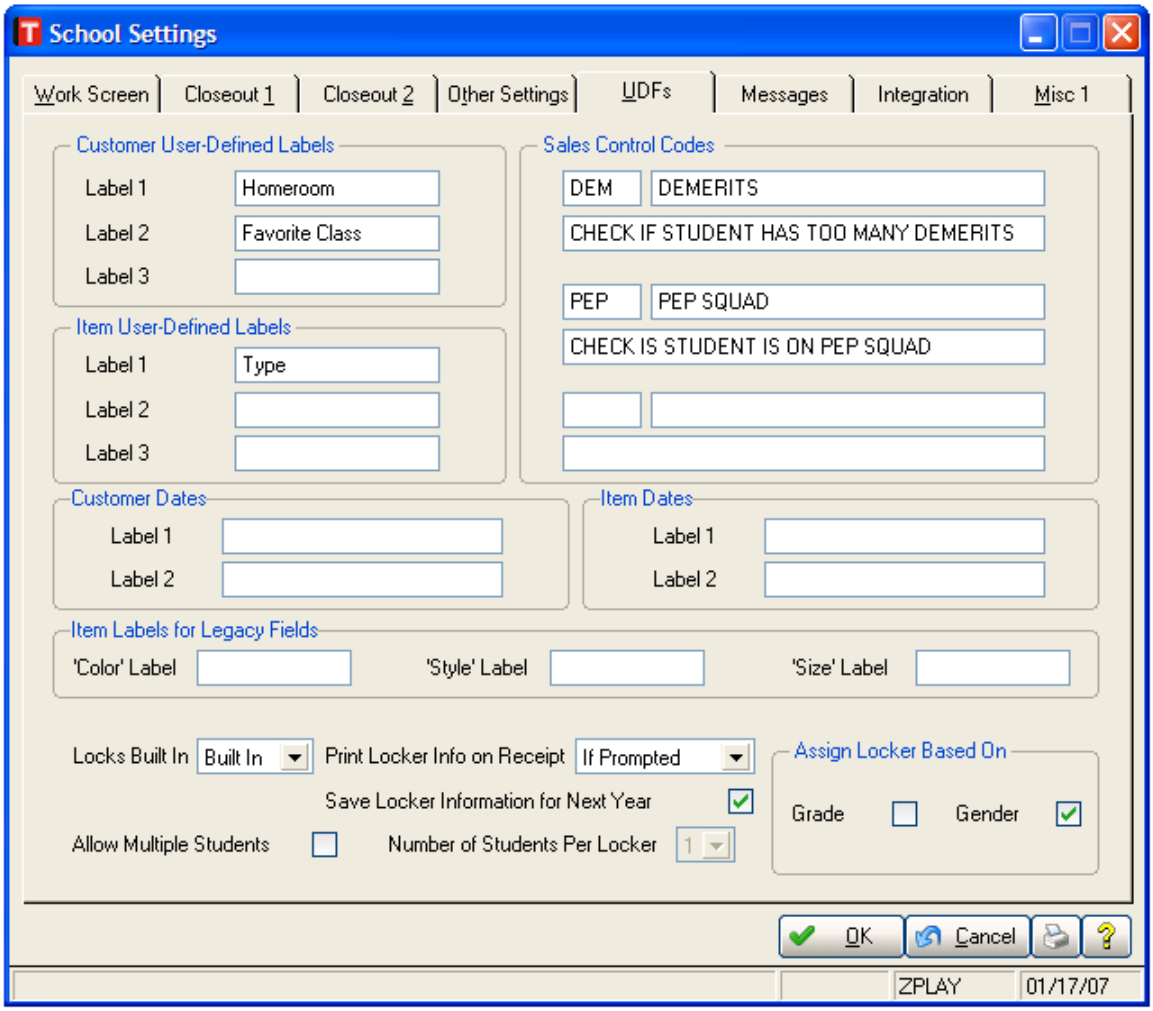
Path for PCR Export/Import: Set the default path for your PC Remote Imports and Exports here. This may be a network location or A:/ if you are using a floppy disk.

School Based Banner: If this box is checked, the banner below will print on all receipts that are printed for this school, regardless of what is designated on the Receipts Tab in Workstation Settings.

School Settings (UDF's Tab)

What does it do? UDF stands for User-Defined Field. User-Defined means you get to tell the program what data you want to save and what you want to call it. The UDFs Tab is where you can designate what UDFs you want to use for Customers and Items. This tab is also home to the setup of Sales Control Codes. You can use Sales Control Codes to restrict or allow sales of specific items to certain Customers. Also on this screen, you can customize how you handle lockers.

Using the Screen



Customer User-Defined Labels: You can enter up to three user-defined fields for Customers. Enter the text labels or names for these fields here. In the example above, we have designated a field label called “Homeroom.” Now these fields will appear on the Customer Maintenance screen and enable you to enter information for each Customer. These fields are used for string type data; that means they are not appropriate for dates or numbers.

Item User-Defined Labels: You can enter up to three user-defined fields for Items. Enter the text labels or names for these fields here. In the example above, we have designated a field label called “Type.” Now this field will appear on the Item Maintenance screen and enable you to enter information for each Item. These fields are used for string type data; that means they are not appropriate for dates or numbers.

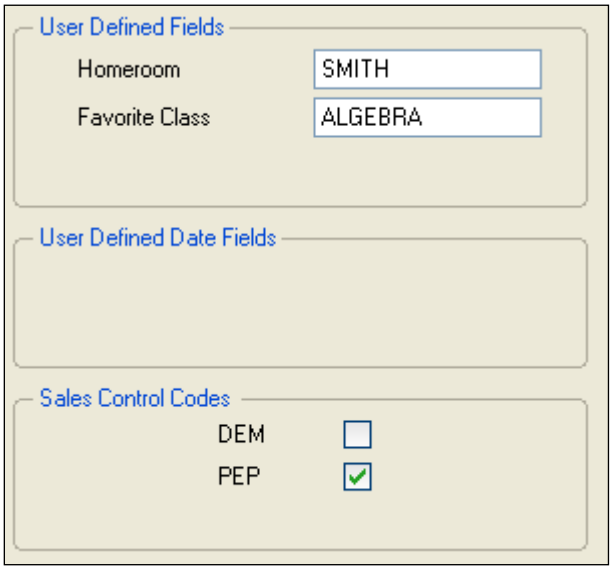
Customer Dates: You can enter up to two date user-defined fields for Customers. Enter the text labels or names for these fields here. In the example above, we have designated a field label called “Physical Expires.” Now this field will appear on the Customer Maintenance screen and you will be able to enter a Physical Expiration Date for appropriate students.

Item Dates: You can enter up to two date user-defined fields for Items.

Item Labels for Legacy Fields: Before Tracks existed, we had Item fields in a previous software package called Color, Style, and Size. Not many of our users actually used these fields, but some did and do. These are, actually, additional user-defined fields and you now have the ability to designate the label for these fields.

Sales Control Codes

Sales Control Codes allow you to maintain more control over which Customers are or are NOT allowed to purchase which items. You may set up three Sales Control Codes. Enter a 3-character code, a description of the code, and a tool tip for the code. In the example above, we have set up a code to track Customers who have too many demerits and Customers who are cheerleaders. Why? Because students who have too many demerits cannot buy dance tickets. You get the idea.



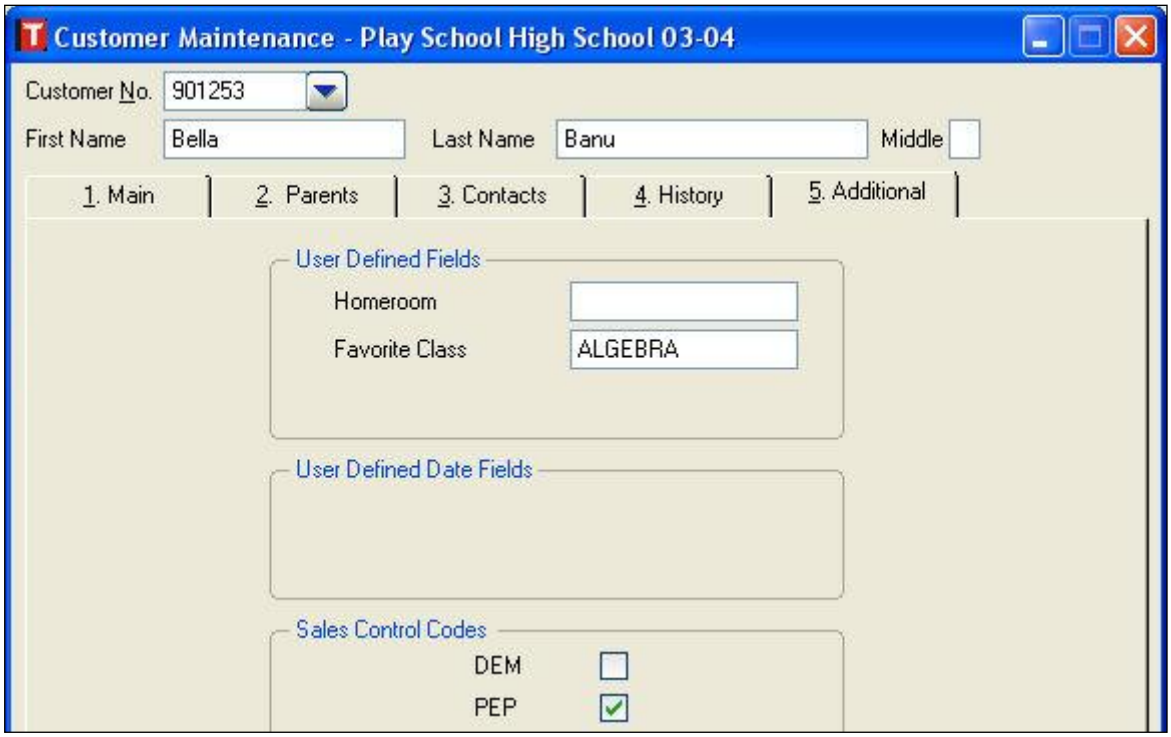
Sales Control Code: In the Pep Squad example shown above on a Customer UDF Tab, PEP is the Sales Control Code.

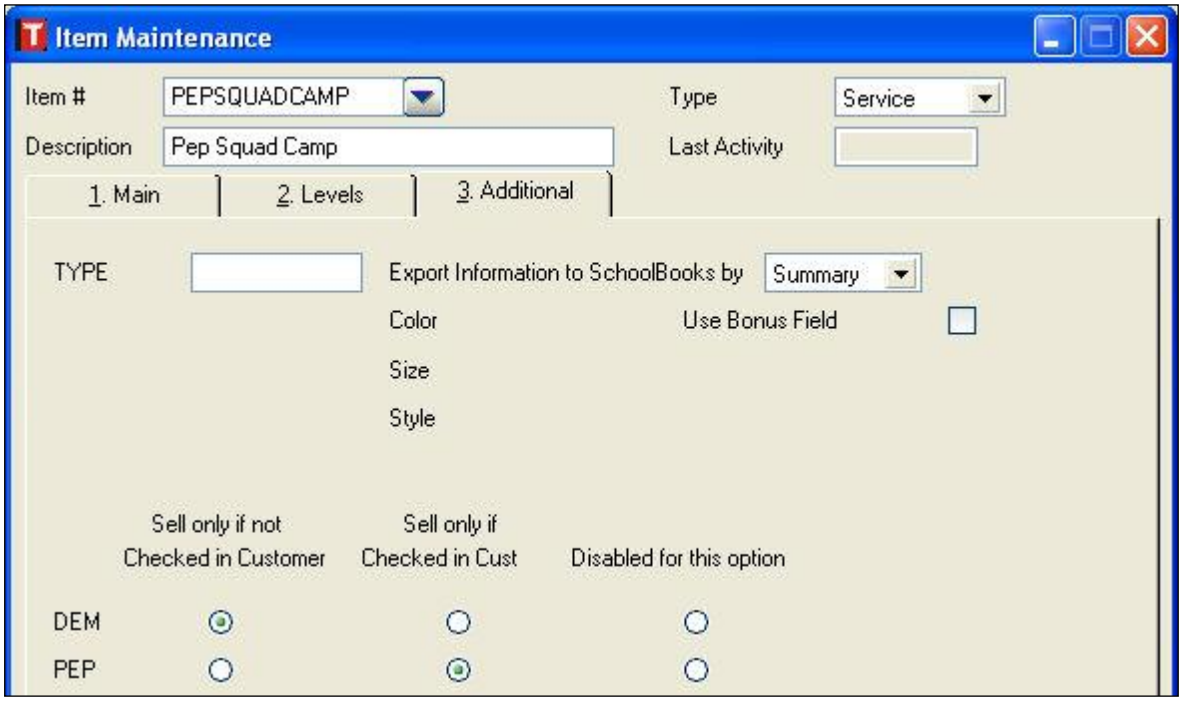
Description: This is a description of the field.

Tool Tip/Status Bar Tip: In the example above, you can see that “Check if student is on Pep Squad” is displayed when you pass your mouse over the field. This same text is also displayed in the Status Bar at the bottom left of the screen.

An Example of Sales Control Codes

Both Customer UDF’s and Control Codes show on the Additional Tab in Customer Maintenance. In the following example, if you try to sell “PEPSQUADCAMP” to a Customer who does **not** have “PEP” checked in their Customer file and/or **has** "DEM" checked, Tracks will warn you. You can override the warning and still make the sale, but you were warned.





This is Item Maintenance above.
You can see that this Item can ONLY be sold if the Demerits Code is NOT checked for a Customer and PEP IS checked.

What the choices mean:

Sell only if not checked in Customer: Only allow the customer to purchase this Item if the box is NOT check on their Customer record. In the example above, the student could only purchase this if the did not have the Demerits box checked.

Sell only if checked in Customer: Only allow the customer to purchase this Item if the box IS checked on their Customer record. In the example above, only students in the Pep Squad would be able to purchase the ticket to go to camp.

Disabled for this option: Doesn't apply to this Item. Regardless of the boxes on the Customer Screen, the student could purchase the item.

Locker Information

Locks Built In: Select if your lockers are builtin or separate. If the students bring their own lock, buy a lock from you, or receive a lock for free from you, select "Separate." Selecting separate, you will be able to keep track of lock numbers and combinations in Lock Maintenance.

Print Locker Info on Receipt: If you want Tracks to print locker assignment information on receipts when selling the locker type item, select "During Assignment." If you want Tracks to only print locker assignment information on receipts when you choose to do so (which you will be able to select when indicating how the customer is paying prior to the printing of a receipt), choose, "If Prompted." To never print locker assignment information, choose "Never."

Save Locker Information for Next Year: Check this box if you want to save the locker information for next year. You will have more options about this when you do Dr. Download as well.

Allow Multiple Students: Check this box if students share lockers.

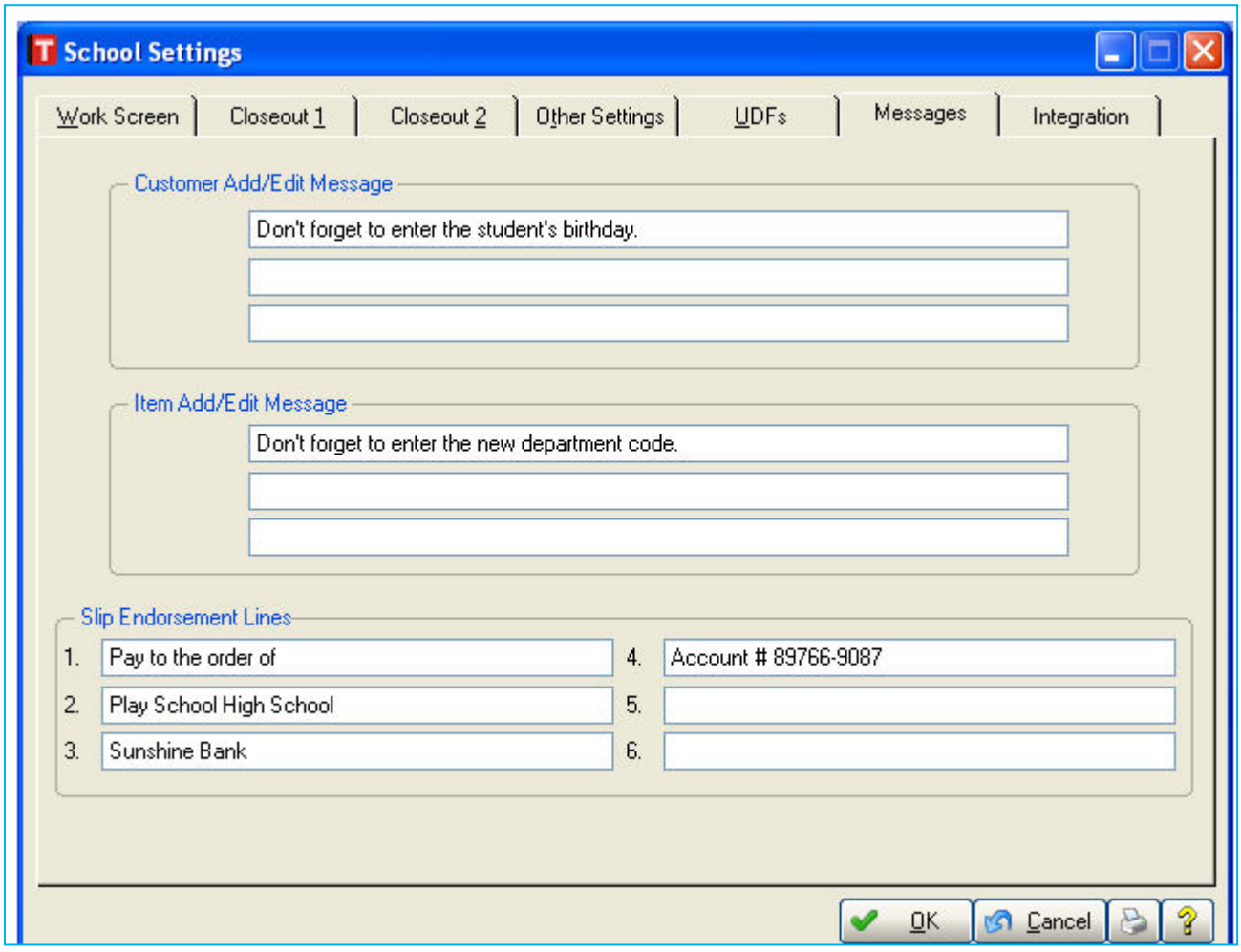
Number of Students Per Locker: Select how many students should be assigned to one locker.

Assign Locker Based On Grade and/or Gender: You can assign lockers based on grade, gender, or both grade and gender. If for example you have a female block of lockers and a male block of lockers, you would want to check the "gender" box. In that situation, when assigning a locker to Connor Black you would only see available lockers in the male section of campus.

School Settings (Messages Tab)

What does it do? The Messages Tab is where you can create and edit messages that appear when you try to launch Customer Maintenance and Item Maintenance in Tracks.

Using the screen



Customer Add/Edit Message: Enter an optional message here. This message pops up in a little window every single time you go into Customer Maintenance. If you don't want anything to pop up, leave this blank.

Item Add/Edit Message: Enter an optional message here. This message pops up in a little window every single time you go into Item Maintenance. If you don't want anything to pop up, leave this blank.

Slip Printer: If you have a slip printer, the program will print the endorsement on the back of a check.
The slip endorsement lines text allows you to enter whatever text you want to have printed on the back of checks you will deposit. For example, you might have something like the following:

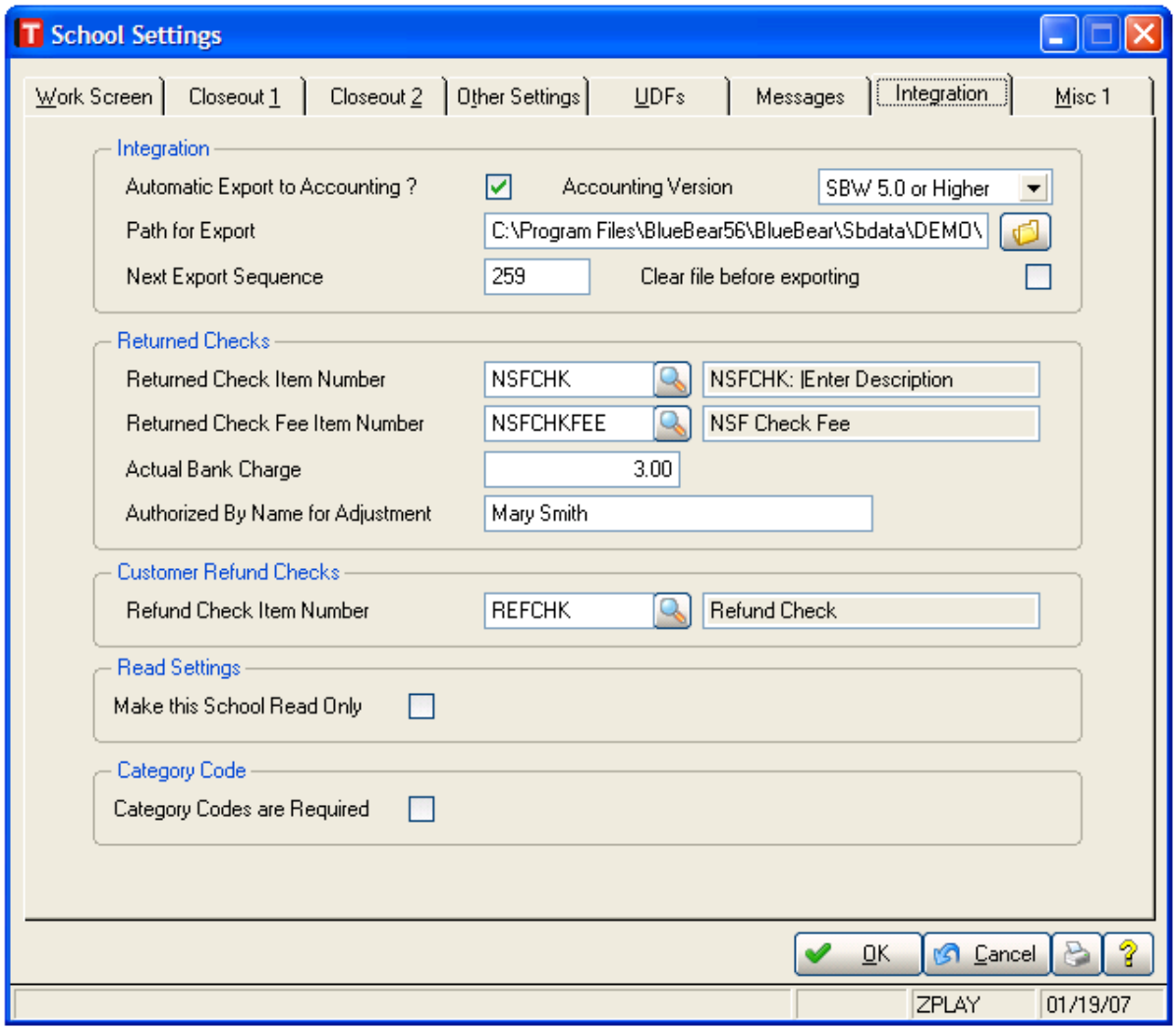
Line 1:	Pay to the order of
Line 2:	Play School High School
Line 3:	Sunshine Bank
Line 4:	Account #89766-9087

For information about setting up a Slip Printer, see the Hardware Tab in Workstation Settings.

School Settings (Integration Tab)

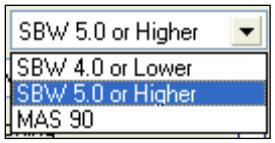
What does it do? This is the setup screen for integration with SchoolBooks and other accounting packages for exporting of Closeout data. You can also set up Tracks to automatically create certain types of transactions in SchoolBooks – for returned checks and student refund checks too.

Using the screen



Automatic Export to Accounting?: If you check this box, the Closeout program will automatically create a file to be exported to your Accounting software (either SchoolBooks or MAS 90). Tracks writes all receipt detail records to a file called TREXPORT.

Accounting Version: If you have selected "Auto Export" above, select the accounting program you are using: SchoolBooks 4 or Lower, SchoolBooks 5.0 or Higher, or MAS 90.



Path for Export: Enter the path for the export file. The path should be the same as in SchoolBooks or Mas90. See Appendix C for more detailed information about exporting data to SchoolBooks and Mas90.

Next Export Sequence: Enter the number for the export. Tracks will automatically update this number every time you do a Closeout. Normally, you should not change this number once you've started using the software.

Clear file before exporting: Check this box if you want to clear the TREXPORT file before exporting. If you are writing the TREXPORT file to a floppy disk, you would do this so you have enough room on the floppy to hold the file. If you are writing the TREXPORT file to your hard drive or a network drive, this usually isn't necessary.

Integration with SchoolBooks for NSF Checks

Returned Check Item Number: Enter the Item number you use for returned checks. When Tracks sees this Item on the Work Screen, the program will automatically create an adjustment for SchoolBooks.

Returned Check Fee Item Number: Enter the Item number you use for returned check fees. When Tracks sees this Item on the Work Screen, the program will automatically create an adjustment for SchoolBooks.

Actual Bank Charge: Enter the amount your bank charges you for bounced checks. Tracks will use this as the amount of the adjustment in SchoolBooks. Note: this is NOT the amount you charge the student. Tracks will charge the student for the Price on the Item in Item Maintenance. Item number you use for returned check fees. When Tracks sees this Item on the Work Screen, the program will automatically create an adjustment for SchoolBooks.

Authorized By Name for Adjustment: Enter the name to be entered in the Authorized By field of the adjustment in SchoolBooks. When Tracks creates the adjustments above, the program will use this name in the Authorized By field.

Integration with SchoolBooks for Student Refund Checks

Periodically, you may have to refund money to a student or another customer. Usually, you will write a check for this refund instead of taking money out of your cash drawer. When Sara tells you she's moving away and wants a refund for the Yearbook money she gave you two weeks ago, you will enter a refund transaction for Sara. You also have to enter an invoice in SchoolBooks to write her a check. If you enter a Refund Check Item in this field, Tracks will automatically create an invoice for this refund over in SchoolBooks. For more information and an example of how this works, see Appendix I in the SchoolBooks Manual or Help files.

Refund Check Item Number: Enter the Item number you use for Customer refund checks. When Tracks sees this Item on the Work Screen, the program will automatically create an invoice for SchoolBooks.

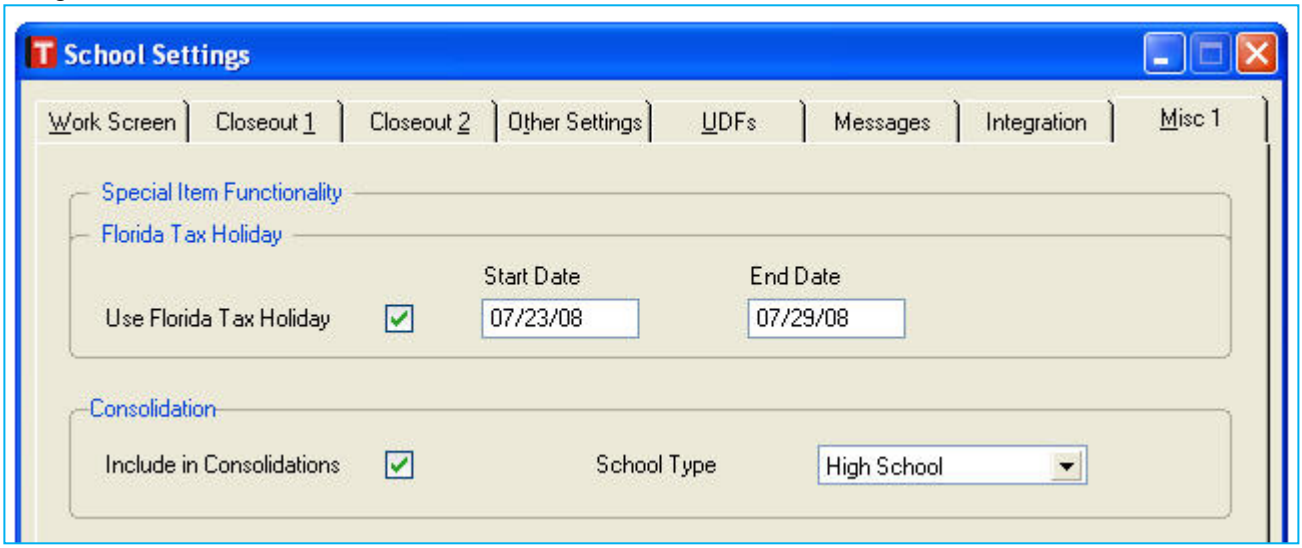
Make this School Read Only: Check this box to make this school read only. You probably want to do this if this school is a copy of a prior year. In the past, you could change the desktop color to remind yourself not to make transactions in your prior year school. Now, you can make the school read-only. What happens when the school is read-only? You can view data and print reports. You can get into individual screens and enter data, but you CAN'T SAVE ANYTHING!

Category Codes are Required: Check this box if you want each transaction to have a category, which will show on your Bank Deposit in SchoolBooks. For more information regarding categories, see SchoolBooks Help.

Misc 1

What does it do? The Misc 1 Tab has other settings for utilizing Special Functionality of Items. Right now, this only applies to the Florida Tax Holiday but will be expanded for other purposes in the future.

Using the Screen



Use Florida Tax Holiday: Check this box if you do not need to charge tax on some of your taxable items during a certain period of time, according to the Florida Tax holiday. Then enter the start and end dates as designated by the state. In Item Maintenance, you will need to check the box that says "Special Functionality" on each item that will be tax exempt between this date range.

Include in Consolidations: Check this box to include this school in Consolidated Reporting. Choose the School Type from the drop down list as well. For more information about Consolidated Reporting, see the section on Consolidated Reporting.

Chapter 4 – System Maintenance

The System Maintenance Menu is home to your software security (user codes and menu access), and the maintenance files for important parts of your system. This is where you will set up users and give them rights to various functions. This is where you will define Desktop Buttons and the color of your desktop for each school. You'll also get to define Star Buttons that will appear on the Work Screen. Here too is where you can set up GL Accounts and add new schools.

System Security

Tracks System Security allows you to control who has access to specific parts of your software. You can define users, groups and supervisors. You can give access or deny access to each user or group for specific menu items. You can designate which supervisors can access which schools in your system.

User/Group Code Maintenance

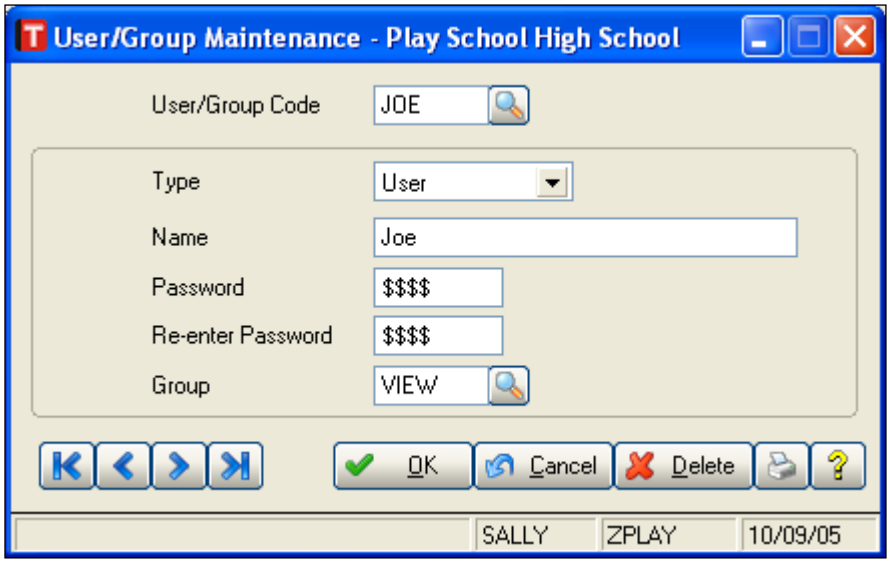
What does it do? Tracks allows you to set up users who can use the system, each with an individual password. Once you have users set up, you can use Menu Security to either give or deny access to Tracks menu options. You may also set up User Groups and then assign individual users to a Group; then you can assign access to the Group rather than the individual user. You can also set up Supervisors who have rights to specific schools. When you launch Tracks for the first time, the security system is turned off – there are no users set up. The system does not prompt you for a User Code until you go into User Maintenance and set up one or more users.

- User Codes – are unique for each individual school in Tracks.
- Group Codes – are unique for each individual school in Tracks.
- Supervisor Codes – must be unique for the entire Tracks system.

Warning: *Be careful! Once you set up even one user, the system will require a User Code and Password to get into Tracks.*

Where is it? Go to the Management Menu and select System Maintenance, and then User Maintenance.

Using the Screen



User/Group Code: Enter the User Code for this user or group. User and Group Codes are school-specific. Supervisor Codes are system-specific.

Type: Choose User if this is a code for an individual user. Choose Group if this code will apply to an entire group of users. Choose Supervisor if this code will be used by someone who will be working in multiple schools.

Name: Enter the name of this user.

Password: Enter a password for this user. Passwords may be up to 6 characters and are not displayed on the screen.

Re-enter Password: Enter the same password again for verification.

Group: If this is a User Type, you may assign the user to a Group. The Group must already be defined in User/Group Code Maintenance.

Printing the User/Group Code Listing Report

Printer button: The printer button on the User/Group Code Maintenance screen launches the User/Group Code Listing Report. The User/Group Code Listing shows you a list of all your Users, Groups, and Supervisors. This report can only be launched from this screen.

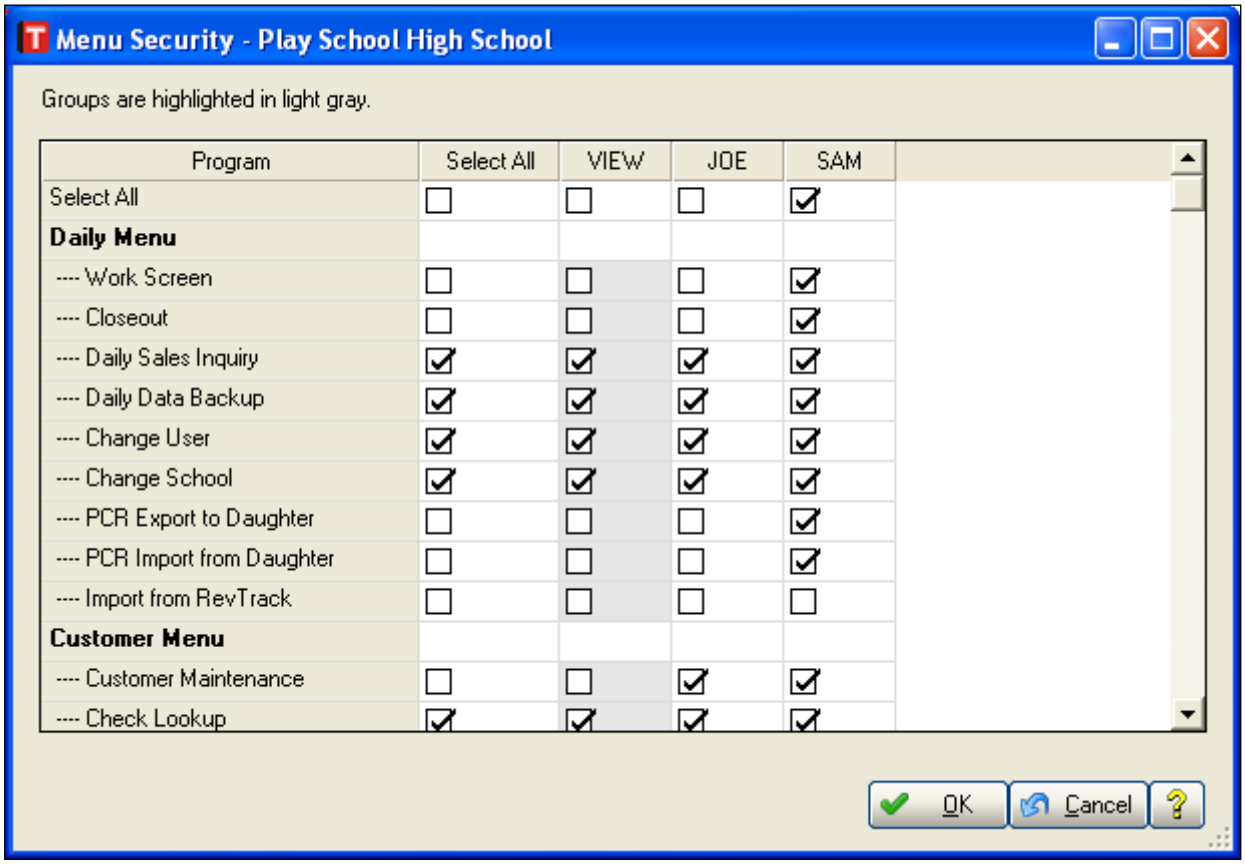
Menu Security

What does it do? Use this screen to give Users and Groups on your system access to Tracks menu items. Groups are displayed on the left of the screen; users are displayed on the right. A check mark indicates the user can access the menu item; a blank indicates no access. Supervisors are not displayed here; go to Supervisor Maintenance to establish access rights for supervisors.

Where is it? Go to the Management Menu and select System Maintenance, System Security, and then Menu Security.

Note: *You can only access this screen if you have users set up in User Maintenance.*

Using the Screen



You can check the individual check box for each User/Option combination or you can do the following:

- Check the box in the box the falls under Select All for both users and programs to give ALL users rights to ALL options. This almost defeats the purpose of having security set up at all. The one advantage of choosing this option is that the User Code of each user will print on the reports selected by that user.
- Check the "Select All" box under the User to give that user rights to ALL options.
- Check the "Select All" box to the immediate right of each Option to enable ALL users for this option.

Rights of Access: Users have all the rights of their Group, PLUS any rights they have as an individual. In the example above, you can see that the View Group does not have access to Customer Maintenance, but Joe does have access. In this case, Joe gets all the rights of the View Group PLUS he has access to Customer Maintenance. This does NOT work in reverse. Again, in the example above, the View Group has access to Daily Sales Inquiry, but Joe's box is clear. Joe can still get into Daily Sales Inquiry because he is a member of the View Group that DOES have access.

Hint: *It is generally a good idea to restrict access to the System Security function once you have set up security. Only the system administrator should have access to User Code Maintenance and Menu Security Maintenance. Otherwise, people could easily see other people's passwords and possibly do unsavory things.*

Hint: *Any users designated as "Supervisor" will not be listed here. Go to Supervisor Security to establish their access rights.*

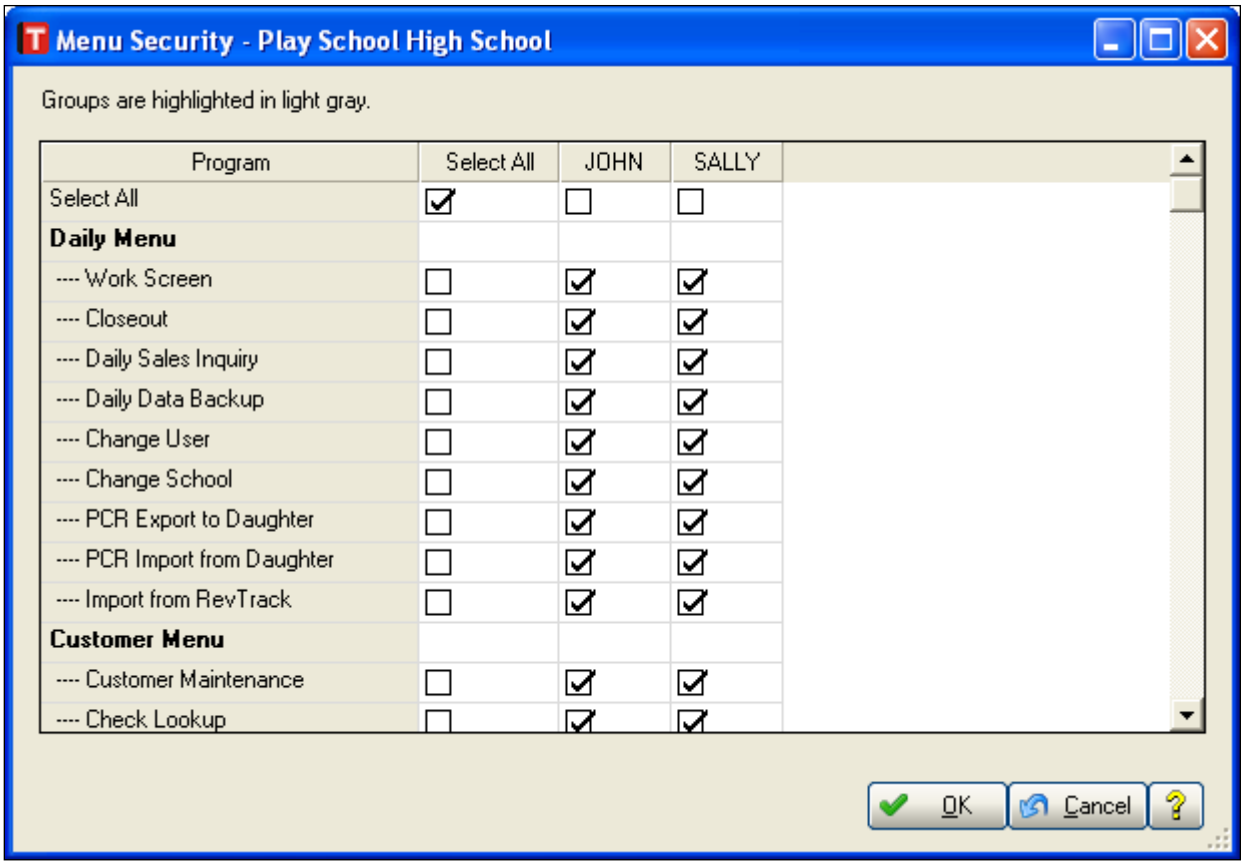
Supervisor Security

What does it do? Use this screen to give Supervisors on your system access to Tracks menu items. This screen works like Menu Security works for Users and Groups. A check mark indicates the user can access the menu item; a blank indicates no access.

Where is it? Go to the Management Menu and select System Maintenance, System Security, and then Supervisor Security.

Note: *You can only access this screen if you have supervisors set up in User/Group Maintenance.*

Using the Screen



You can check the individual check box for each User/Option combination or you can do the following:

- Check the box in the box the falls under Select All for both users and programs to give ALL users rights to ALL options. This is used in the example above. This almost defeats the purpose of having security set up at all. The one advantage of choosing this option is that the User Code of each user will print on the reports selected by that user.
- Check the "Select All" box under the User to give that user rights to ALL options.
- Check the "Select All" box to the immediate right of each Option to enable ALL users for this option.

Rights of Access: Giving a Supervisor rights to a menu option on this screen means they have access to this menu option for all their schools. That means that if Sally has access to Daily Sales Inquiry here, she will have access to Daily Sales Inquiry in every school he can access.

Maintenance Programs

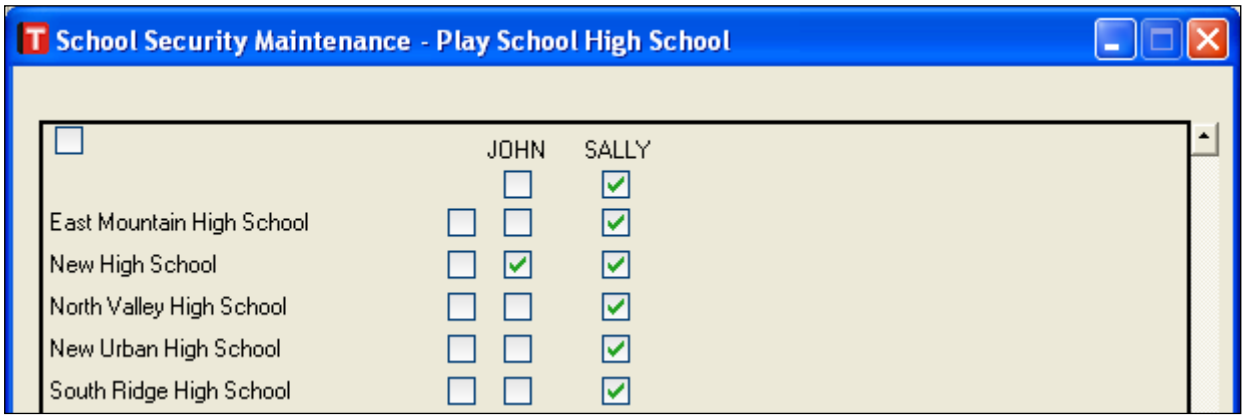
School Security Maintenance

What does it do? Use this screen to give Supervisors on your system access to the schools you use in Tracks. This screen works like Menu Security works for Users and Groups. A check mark indicates the Supervisor can access the school; a blank indicates no access. Only Supervisor Codes will appear on this screen.

Where is it? Go to the Management Menu and select System Maintenance, System Security, and then School Security Maintenance.

Note: *You can only access this screen if you have users set up in User Maintenance.*

Using the Screen



You can check the individual check box for each Supervisor/School combination or you can do the following:

- Check the box in the upper left corner to give ALL supervisors rights to ALL schools.
- Check the top box under the Supervisor to give that supervisor rights to ALL schools.
- Check the box to the immediate right of each School to enable ALL supervisors access.

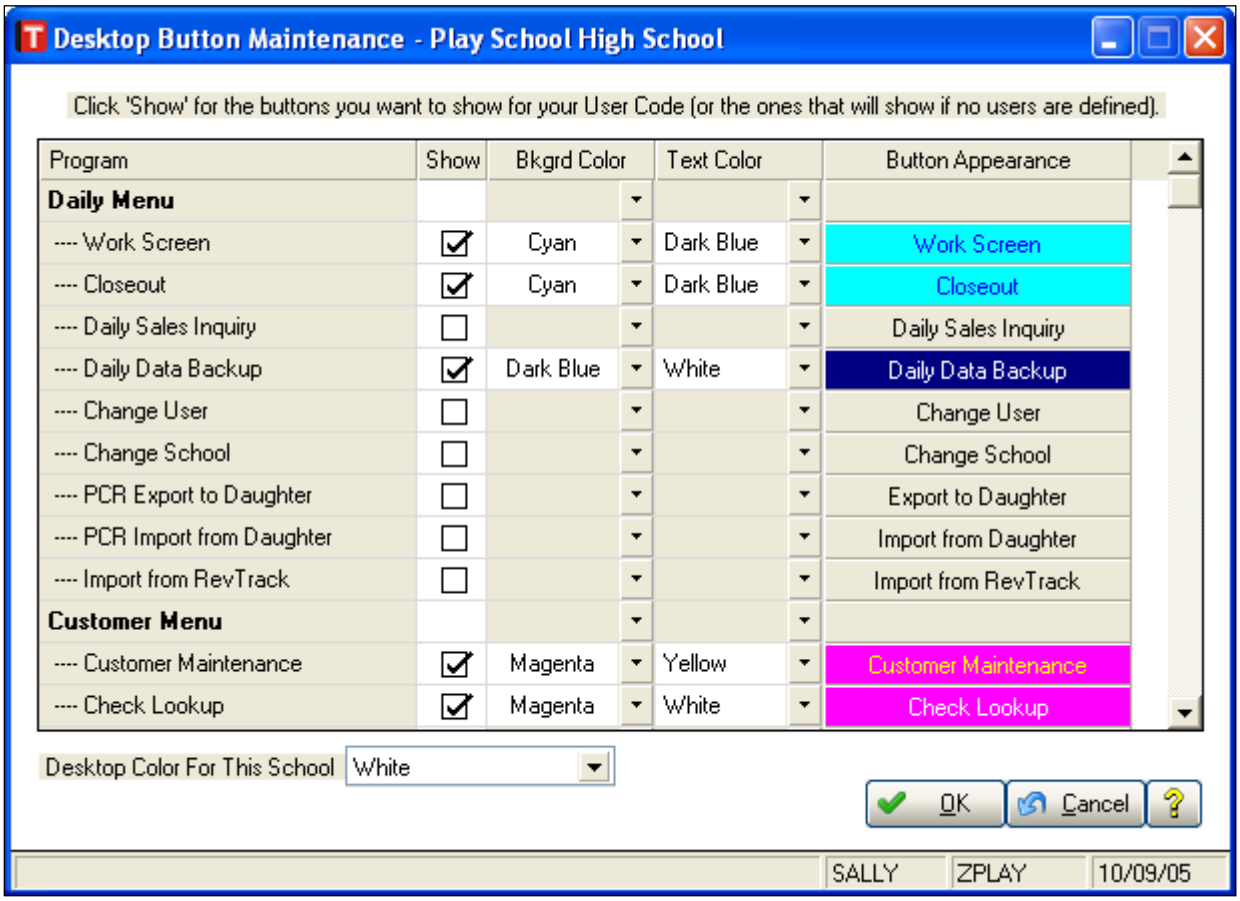
Rights of Access: Giving a Supervisor rights to a school on this screen means they have access to this school. If you want to give or restrict access for specific menu options, go to Supervisor Security.

Desktop Button Maintenance

What does it do? Use this screen to create buttons on your desktop for various Tracks functions.

Where is it? Go to the Management Menu and select Desktop Button Maintenance.

Using the Screen



Show: Click the check box for any menu items you want to show on your Tracks desktop. You will need to exit Tracks and then come back in. You will see a button on the desktop for the items you selected. To make the buttons disappear, simply clear the check box for the item.

Background Color: Enter the background color for this button.

Text Color: Enter the text color for this button.

Button Appearance: Enter the text for this button.

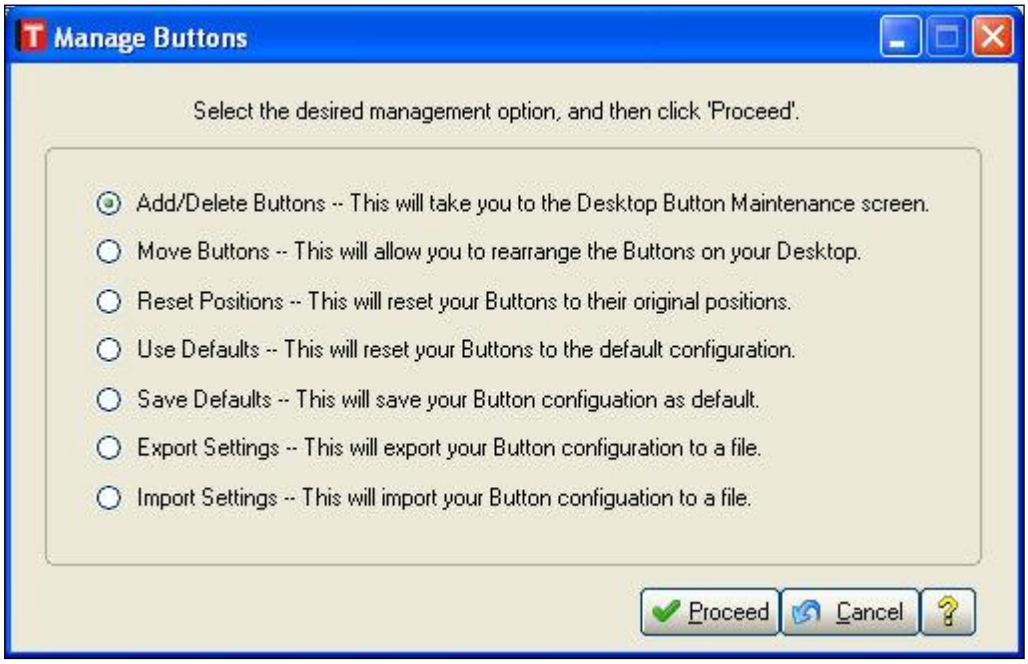
Desktop Color For This School: Choose a color for the desktop for this school. When you change schools in Tracks, the program will display the buttons you have selected and change to the desktop color for this school.

Note: *Desktop color is school-specific (so you can have your prior year school be RED and your current year school be WHITE). The actual Desktop Buttons are NOT school-specific. They stay the colors they are and they stay where you place them regardless of which school you are in.*

Reorganize Desktop Buttons

What does it do? The features on this button make it easy to add buttons to your desktop and put them where you want them. If you run Tracks full screen, you will have a whole lot of real estate available for adding buttons.

Where is it? This button is located on the bottom right side of your desktop.


Manage Buttons
Select the desired management option, and then click 'Proceed'.
Add/Delete Buttons -- This will take you to the Desktop Button Maintenance screen.
Move Buttons -- This will allow you to rearrange the Buttons on your Desktop.
Reset Positions -- This will reset your Buttons to their original positions.
Use Defaults -- This will reset your Buttons to the default configuration.
Save Defaults -- This will save your Button configuation as default.
Export Settings -- This will export your Button configuration to a file.
Import Settings -- This will import your Button configuation to a file.
Proceed
Cancel

Add/Delete Buttons: This will take you to the Desktop Button Maintenance screen (shown above) where you can add or delete buttons, define colors for button background and text, and set the desktop color for each school you use.

Move Buttons: This will allow you to rearrange the Buttons on your Desktop. Choosing this option allows you to move the buttons around.

Reset Positions: This will reset your Buttons to their original positions. The program will move the Buttons back to ground zero and let you start over placing them on the Desktop.

Use Defaults: This will reset your Buttons to the default configuration. If you have Buttons set up under User Susie and now a new User Betty logs in and wants the same button setup, you can use this option to copy Susie's buttons to Betty.

Save Defaults: This will save your Button configuration as default. Choose this option to save the current Button positions for the current user.

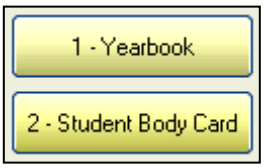
Note: *These next two settings are especially useful for districts that want all users to have a similar or identical desktop to make "helping the user" easier.*

Export Settings: This allows you to export the button configuration to a file.

Import Settings: This allows you to import a button configuration that has been exported from another computer.

Note: *Buttons and desktop layout are defined by user.*

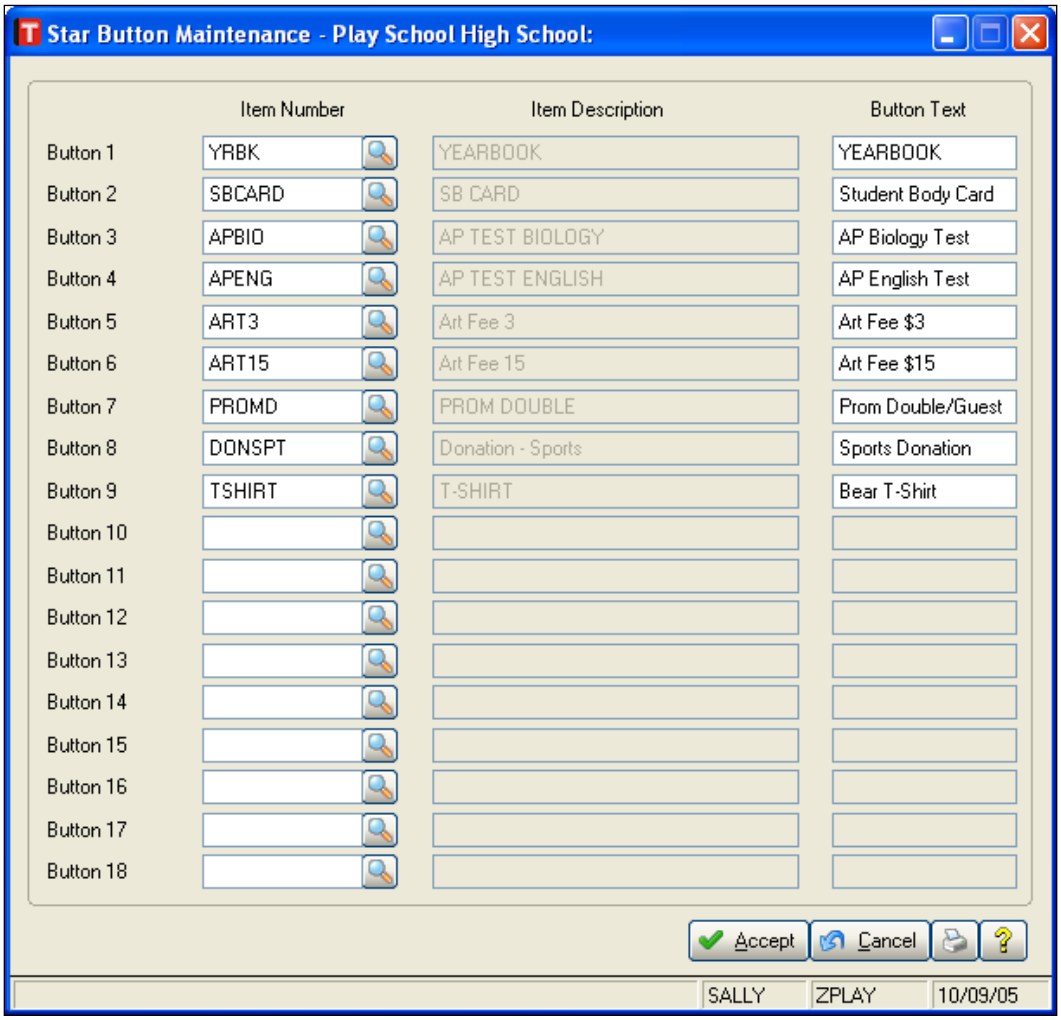
Star Button Maintenance



What does it do? You can use the Star Buttons to have items you are planning to sell RIGHT NOW be instantly available on the Work Screen. You can assign a different Item to each of nine buttons and you can sell the Item either by clicking the button or pressing the Star "*" key and the button number on your keyboard. The purpose of the Star Buttons is to make the selling process even faster. Star Buttons are shown on the right side of the Work Screen. You may change the Star Buttons at any time and as often as you choose.

Where is it? Go to the Management Menu and select System Maintenance, Star Button Maintenance.

Using the Screen


Star Button Maintenance - Play School High School:
Item Number
Item Description
Button Text
Button 1 YRBK YEARBOOK YEARBOOK
Button 2 SBCARD SB CARD Student Body Card
Button 3 APBIO AP TEST BIOLOGY AP Biology Test
Button 4 APENG AP TEST ENGLISH AP English Test
Button 5 ART3 Art Fee 3 Art Fee $3
Button 6 ART15 Art Fee 15 Art Fee $15
Button 7 PROMD PROM DOUBLE Prom Double/Guest
Button 8 DONSPT Donation - Sports Sports Donation
Button 9 TSHIRT T-SHIRT Bear T-Shirt
Button 10
Button 11
Button 12
Button 13
Button 14
Button 15
Button 16
Button 17
Button 18
Accept
Cancel
SALLY
ZPLAY
10/09/05

Button 1-18: Enter an Item for this button or use the Lookup to find the Item you want. The Item must be set up in Item Maintenance before you can access it here. Keep in mind that Buttons 1-9 will appear on the first tab called "Star Buttons 1" and Buttons 10-18 will appear on the second tab called "Star Buttons 2" on the Work Screen.

Button Text: Enter the text you want to display on the button when it appears on the Work Screen.

Printing the Star Button Listing Report

Printer button: The printer button on the Star Button Maintenance screen launches the Star Button Listing Report.

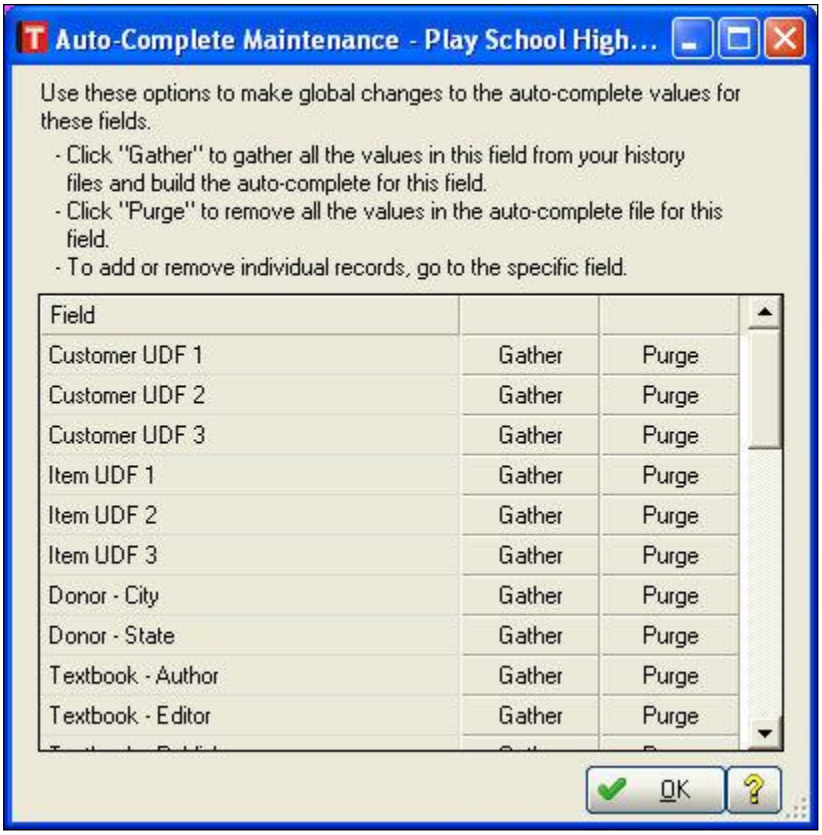
This report can only be launched from this screen.

Auto-Complete Maintenance

What does it do? Auto-Complete Maintenance allows you to manage your Auto-Complete files all at once without having to edit each individual entry. You can create an Auto-Complete file from your history or get rid of everything if you want to make a clean start. The screen is fairly self-explanatory. You can't really hurt anything, so go for it. See the disclaimers about the Authorized by and Purpose fields below.

Where is it? Go to the Management Menu, System Maintenance, and choose Auto-Complete Maintenance.

Using the Screen


Auto-Complete Maintenance - Play School High...
Use these options to make global changes to the auto-complete values for these fields.
- Click "Gather" to gather all the values in this field from your history files and build the auto-complete for this field.
- Click "Purge" to remove all the values in the auto-complete file for this field.
- To add or remove individual records, go to the specific field.
Field
Customer UDF 1 Gather Purge
Customer UDF 2 Gather Purge
Customer UDF 3 Gather Purge
Item UDF 1 Gather Purge
Item UDF 2 Gather Purge
Item UDF 3 Gather Purge
Donor - City Gather Purge
Donor - State Gather Purge
Textbook - Author Gather Purge
Textbook - Editor Gather Purge
OK

Gather: Click to gather all the values in this field from your history files and build the auto-complete for this field.

Purge: Click to remove all the values in the auto-complete file for this field.

Note and caution:

1. **Authorized by field:** Clicking "Gather" for this field will cause the program to pull in all the values from the Authorized by field in the PAYHISD file. That's the Authorized by field that is saved with every detail line in the check history file. It does NOT include the Authorized by values from old Adjustments and Transfers. Sorry! At this point, you just have to enter those as you go – and then they will be there.
2. **Purpose field:** Clicking "Gather" for this field will cause the program to pull in all the values from the Purpose field in the ACCTHIST file. That's the Purpose/Description field that prints on your Account Analysis Detail Report. It's not particular about whether it is a Purpose for an Adjustment or a Manual Check. If it's in the Purpose field in ACCTHIST, it's going to end up in the Auto-Complete file.

For more information about utilizing Auto-Complete, see Using Auto-Complete in Chapter 1.

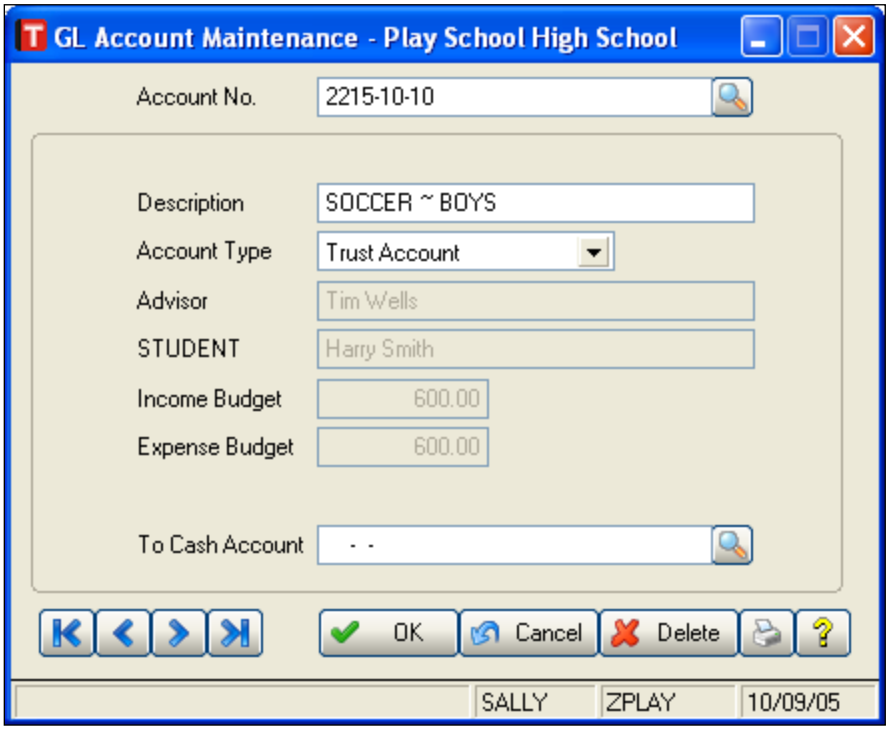
GL Account Maintenance

What does it do? GL Account Maintenance is where you set up your general ledger accounts. You can also enter GL Accounts on-the-fly in Item Maintenance.

Where is it? Go to Management, System Maintenance, and then select GL Account Maintenance.

Note: *If you already have SchoolBooks, you should import all of your General Ledger accounts from SchoolBooks. See Import GLs from SchoolBooks for more information about this. It's easy and there is no reason to type in accounts if you can simply import them.*

Using the Screen



Account Number: Enter the Account number that you use in either SchoolBooks or your other accounting software.

Description: Enter the Account description.

Account Type: Enter the type of account.

- **Also using SchoolBooks?** If you are using SchoolBooks (and have integration turned on), this field will be disabled on this screen. Why? Because you enter your GL Account numbers and their Types over in SchoolBooks, so you don't want to do anything here that would be inconsistent with data in SchoolBooks.
- **Not using SchoolBooks?** You can enter a one character account Type for this account. Account Types are like "C" for Cash Account and "T" for Trust Account. Account types determine where this account will print on financial statements. Suggested account types are listed below. Every GL Account MUST HAVE an account type. The only way Tracks uses this Account Type is to determine what is a CASH account and what isn't. So that's the important distinction here.
  - When you assign a GL Account to a Tracks Item, the program checks to make sure it isn't a Cash account.
  - You can divide a Closeout into separate deposits for multiple Cash accounts. Tracks will allow you to designate a specific Cash account for each GL Account.
- Make sure you set up a GL Account for each cash account where you will be depositing money collected in Tracks. And make sure each of these accounts has a "C" in the Type field.

Enter the type of account using the letters shown below:

C	Cash Account	For your bank accounts, certificates of deposit, petty cash account
D	Due to Student Body	For your general student body fund account (equity) (One only!)
E	Expense Account	For expenses – zeroed out at end of year
F	Fixed Asset	For major purchases – not expensed
I	Income Account	For income – zeroed out at end of year
L	Liability (Current)	For sales tax payable, other current payables
O	Other Asset	For other assets – like student store inventory

S	Student Body	For class accounts – like class of 2005 – not closed out at end of year
T	Trust Account	For club accounts, athletic accounts – not closed out at end of year

The rest of the fields are grayed out and will only have information in them if you have imported the GL Accounts from SchoolBooks.

To Cash Account: If you deposit all funds into one main cash account, leave this field blank. If the field is blank, Tracks assumes the total amount of money collected on the Closeout Report will be deposited to one bank account. If, on the other hand, you make multiple deposits to different cash accounts, you can specify a Cash Account for this specific account here. In the example above, Tracks knows that monies received for Latino Club will be deposited to Account 1005-00-00. The Sales by Receipt Report will display a GL Account breakdown by Cash Account with subtotals.

Chapter 5 – Customers: People & Organizations

Customer Maintenance is where you will enter and edit information about your Customers – the people and organizations you sell things to and accept money from. A Customer may be a student, a faculty member, a club advisor, a member of the community, or a parent – anyone or any group that brings you money. Because Customers may be either students, faculty, staff, clubs, or any other entity to whom you sell things, throughout Tracks we usually refer to "Customer" rather than "Student."

Things to Think About

Customer Numbers

The Customer number in Tracks is a 10-character, alphanumeric field. We strongly recommend you do not use spaces or punctuation in your Customer numbers. Before assigning Customer numbers always think, "What am I going to sell to this person/group? How will I need to get the information out of Tracks?" Answering these questions ahead of time will help you make the right decisions about numbering conventions. Try to be consistent in your grand schemes. If you decide to have one faculty member Customer number start with "FS", then have them ALL start with "FS". It makes it much easier to find records when you are consistent.

Student Numbers

Most school districts have a unique number for each student that stays with the student from the time he enters the district to the time he graduates. Most student numbers will be all numeric.
Tracks is useful because we make the student number into a bar code and scan it to access the student's information quickly. Other school applications also use bar codes. These include software for libraries, textbook tracking, food service, transportation, and others. If possible, you want to make sure all these programs use the same bar code – the same student number – so that you only need ONE bar code on the student ID card.
In some cases, the bar code will be different from the student's district ID number. Tracks can accommodate TWO numbers for each student: a Customer number and an Other ID number. The student bar code may be either number. Tracks can find the student either way. But there cannot be any duplications between Customer numbers and Other ID numbers; they must all be unique.

Club or Trust Account Numbers

Clubs and Trust Accounts are also set up as Customers in Tracks because you will receive money from advisors for fundraisers, donations, etc. You can use the G/L account or the club name as part of the number – it's up to you. We recommend that you add a "ZZ_" in front of the club Customer number so it will sort at the bottom of the Customer list and not get mixed in with the students. This also avoids the possibility that a G/L account number might be the same as a student ID number.
For example, you might set up a Customer number for French Club (G/L account #2650) as "ZZ_2650" or "ZZ_FRENCH". The underscore after the "ZZ" is just a way of making the number easier to read – because it makes a separation between the "ZZ" and the number. We also suggest you add a "ZZ" in front of the club name (like "ZZ_FRENCH CLUB"); now both the Customer number and name of French Club will sort below all the students.

Faculty/Staff Customer Numbers

If you want to track sales to individual faculty/staff folks, you'll need to assign them a Customer number too. You can use their staff ID number preceded by an "FS" (for Faculty/Staff). So a Customer # might look like "FS1234". Why the "FS"? You know the answer! Just like with the Clubs – it's to keep them out of the way of the students.
You could also just set up one Customer called FACULTY and sell everything to that one customer. But it might turn out to be a problem when you want to hand out yearbooks they've purchased. How will you know who gets what? It's usually cleaner to set up a separate Customer record for each person or organization you want to track. Think to yourself: How will I need to get information out of the system later on?

Other People/Parents

If you're going to accept money for yearbook ads, or sell things to people in the community, you may want to have a MISCADULT Customer. Or again, you can set up individual Customer records for each one. It's up to you!

Dr. Download

The Tracks Dr. Download Wizard is located on the Maintenance Menu under Special Functions. The Dr. Download Wizard will step you through the process of updating your database for the new school year. During this process, Dr. Download will load your new students, purge old data, and set Tracks up for the next school year. You will be asked to provide a data file of your complete student database for the NEXT school year. You will also be asked some questions about how you want Dr. Download to set up your Tracks data for next year. This process could take up to 30 minutes so please ensure that you have enough time. You may need to help Dr. Download interpret the layout of your Student Database. Don't worry – You can cancel the process at any time! Follow the steps in the wizard!

Temporary Customer Numbers

If you need to sell something to a student who does not have a permanent number assigned, you can set up that student as a temporary customer with a temporary number. Then you can switch the Customer History over to the real Customer Number when one gets assigned. See How to sell to a student who doesn't have an ID # yet in the "How To Guide" Chapter.

Customer Maintenance

What does it do? These screens allow you to enter information about your customers. Because you will maintain customer records (for students definitely, and perhaps for clubs and faculty), you will be able to print customer reports, mailing labels and track money owed.

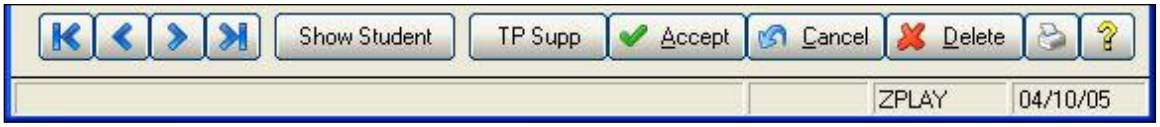
Where is it? Customer Maintenance is located on the Customer Menu.

Note: *Use the "Show Student" button located on the bottom of every Customer Maintenance Screen for a picture of the student to appear. See Appendix H for more information about loading your student's pictures.*

Using the Print Button in Customer Maintenance

If you click on the Print button at the bottom of the Customer Maintenance screen, Tracks will print the information for the Customer selected on the screen.

Using the TP SUPP Button

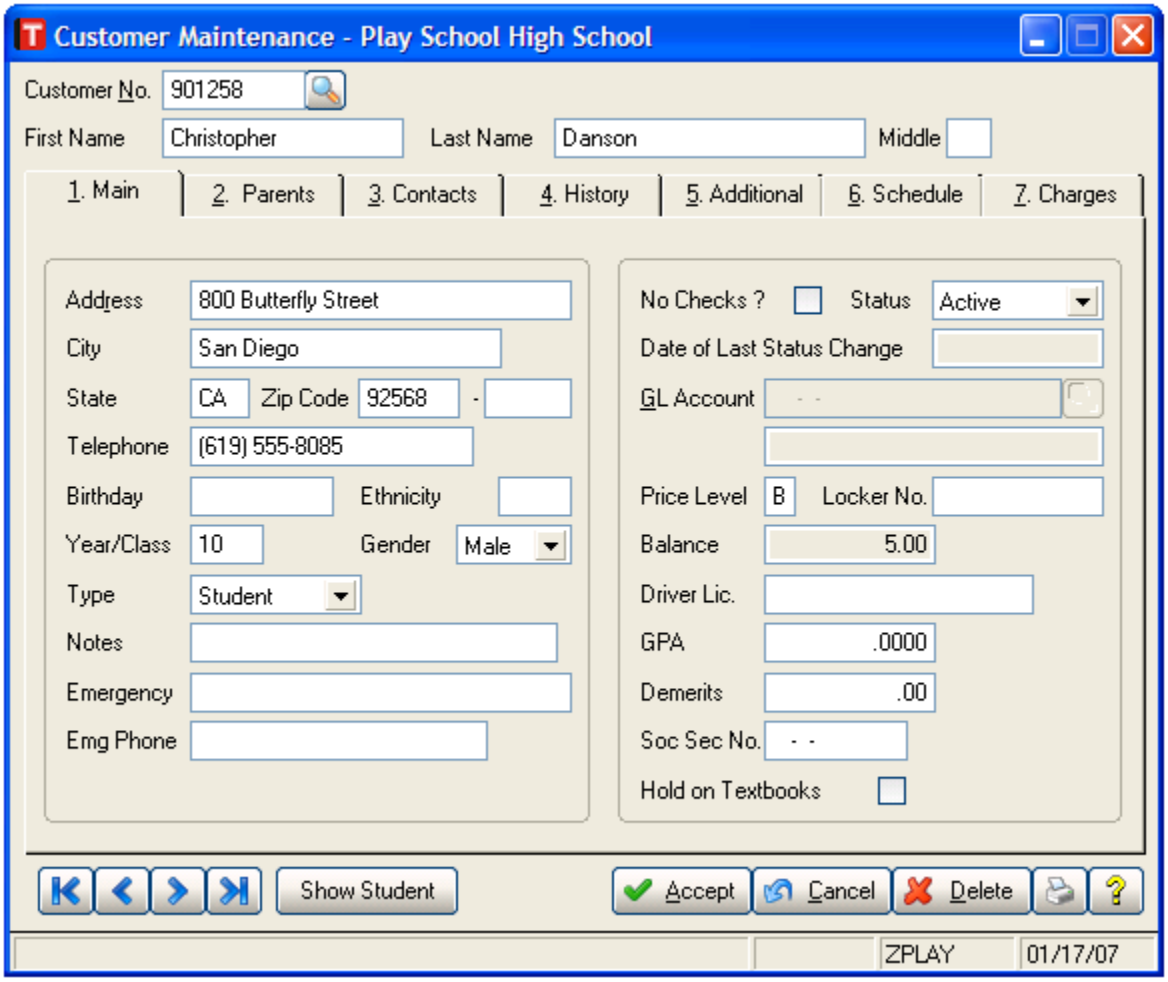


If you have Tracks Plus, you will see the button called "TP Supp," which stands for Tracks Plus Supplemental Fields. This brings up the supplemental field maintenance screen for this student. See Supplemental Fields in Customer Maintenance in the chapter on Tracks Plus for more information.

Customer Maintenance (Main Tab)

What does it do? The Main Tab contains most of the Customer name and address information.

Using the Screen



Customer #: Enter the Customer number for this student or club. *See "Things to Think About" for thoughts about numbering.* Important: NO PUNCTUATION MARKS AND/OR SPACES IN THE CUSTOMER NUMBER. SCANNERS SOMETIMES CAN'T READ SPACES, ETC IN BAR CODES!!!

Other ID#: If you require a different way to locate this customer, enter a number in this field. You can use this field if the Customer # is the student's district ID number, but the bar code is the library number. In this case, you would enter the Student's District # in the Customer # field and the library barcode # in this Other ID# field. **Note:** *You must have checked "Use Other ID" on the Scanning Tab in Customize to even see this field.*

First name: Enter the first name of the customer. If this customer is a club, leave this field blank.

Last name: Enter the last name of the customer. If this customer is a club, enter the complete name of the club here preceded by a "ZZ_". For example, French Club would be entered as "ZZ_French Club".

Middle initial: Enter a middle initial, if applicable.

Note: *From this point forward on the Customer Maintenance Main Tab screen, every field except "Type" is optional.*

Address, City, State, and Zip Code: Enter the customer's address. This address will be used for form letters and mailing labels.

Telephone: Enter the telephone number for this customer.

Birthday: Enter a date. You can enter June 6, 1956 as "060656" with no punctuation. Tracks will display the date in the format you specified in Customize on the Work Screen Tab under Date Display.

Ethnicity: Enter the ethnicity code (if any) for this customer.

Year/Class: Enter either the year of graduation (2005) or the grade (12) of this student. Tracks always stores graduating year in four characters – as 2005. You can choose whether you want to see grades or classes displayed for your students. If you choose

grade (in Customize options), Tracks will display the grade. If you choose year, Tracks will display the graduating year. You can type in either the grade or the year and Tracks will display it according to your preference.

Gender: Enter the gender of this customer.

Type: Select the type of customer from the drop-down list. Choices include the following: Student, Faculty, Staff, Adult, Club, Other.

Notes: This is a free form field that can contain up to 25 characters. This field is displayed in the Customer information section on the Work Screen and will flash to alert you. Use this field to enter reminders to yourself about this Customer, such as "CASH ONLY - NO CHECKS" or “No dances.”

Emergency Contact: This is the person that should be contacted in case of an emergency.

Emergency Phone: This is the telephone of the emergency contact, often a parent's work phone.

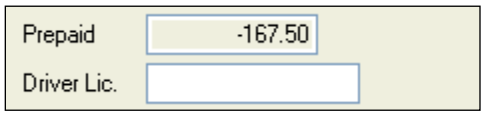
No Checks: If you will NOT accept a check from this customer, check this box. If checks are OK, leave the box cleared. If this field is checked, Tracks will not allow the user to accept a check from this customer.

Status: You have three options. The student can be "Active," which means they have all functionality within the system. They can be "Locked," which means you can't sell anything to them. You might use this feature if an ID card has been lost or stolen or if the student has been expelled and is no longer eligible to purchase anything. The third option is “Withdrawn” if the student is no longer at this school.

GL Account: If the Customer Type is Club, this field will be active. Enter the GL Account to be posted for every sale to this Customer. This would ONLY be used for Clubs (like French Club) which are set up as Customers. If a GL Account is entered in this field, the system will post all amounts sold to this Customer to THIS GL Account - overriding the Item GL Account found in Item Maintenance. Let’s repeat that: The GL Account on the Customer will ALWAYS TAKE PRECEDENCE over the GL Account on the Item.

Price level: Each Customer may be assigned a price level - starting with “Blank” or A. These levels correspond to the prices entered for the Items (on the Levels Tab) in Item Maintenance. If you want to assign different pricing for each Customer, type the price level here. If a level is not entered, price level A prices will be charged. For example, you might want to assign a level B to all students who purchased a student body card and then give them preferential pricing for items sold. The system will automatically change a student to price level B if the student purchases the Item designated in School Settings on the Work Screen Tab.

Balance/Prepaid: This is a display field only and shows the student's current balance. It will display Prepaid if the student has money already in their account. To apply this money to something they purchase, choose, "Charge to Account" when printing their receipt.



Show student: Click this button to see the picture that is loaded for this student, if applicable.

The following fields are provided because of plans to use them for sales-related calculations in the future:

Driver License: Enter the Driver's License number for this customer.

GPA: Enter the student's GPA

Demerits: Enter the number of demerits the student has.

Soc Sec No. : Enter the customer's Social Security Number.

Hold on Textbooks: Checking this box ensures that the student cannot check out any textbooks.

Customer Maintenance (Parents Tab)

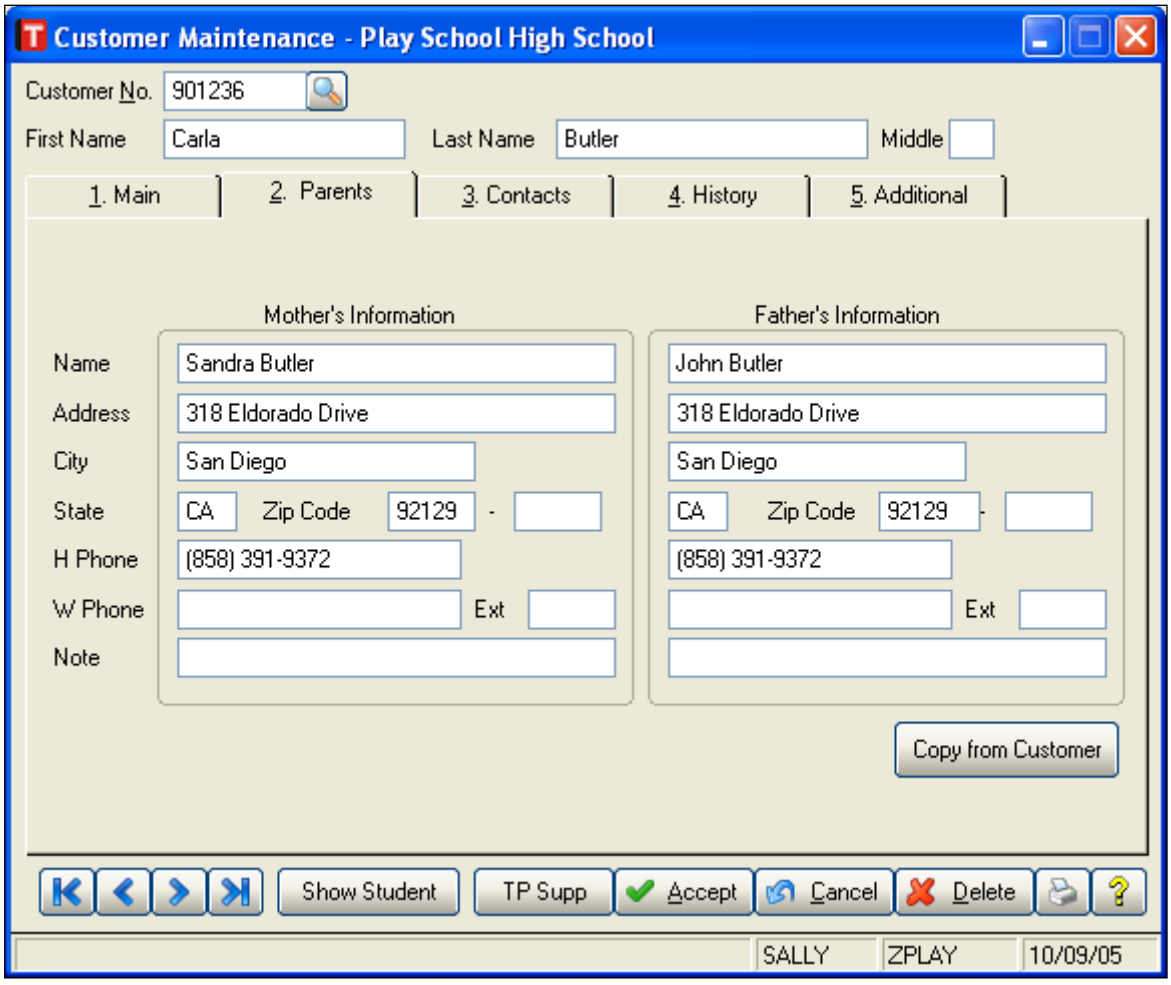
What does it do? The Parents tab is used for the parents' name, address, and phone information.

Using the Screen

This screen is optional. You can copy the address and telephone information from the MAIN TAB to this screen by clicking on the COPY button located on the bottom right of the screen. Tracks will display the following message:

Confirmation
This will overwrite the Parent's Address and Phone with the Customer's Address and Phone.
Do you wish to continue ?
Yes
No

If you answer Yes, Tracks will load the information from the student. Then you can simply enter the names and other information for the parents. If the parents have different addresses, simply edit the address to make any necessary corrections. Parent demographic information may also be loaded from your student information system as part of your student download if you wish.



Customer Maintenance (Contacts Tab)

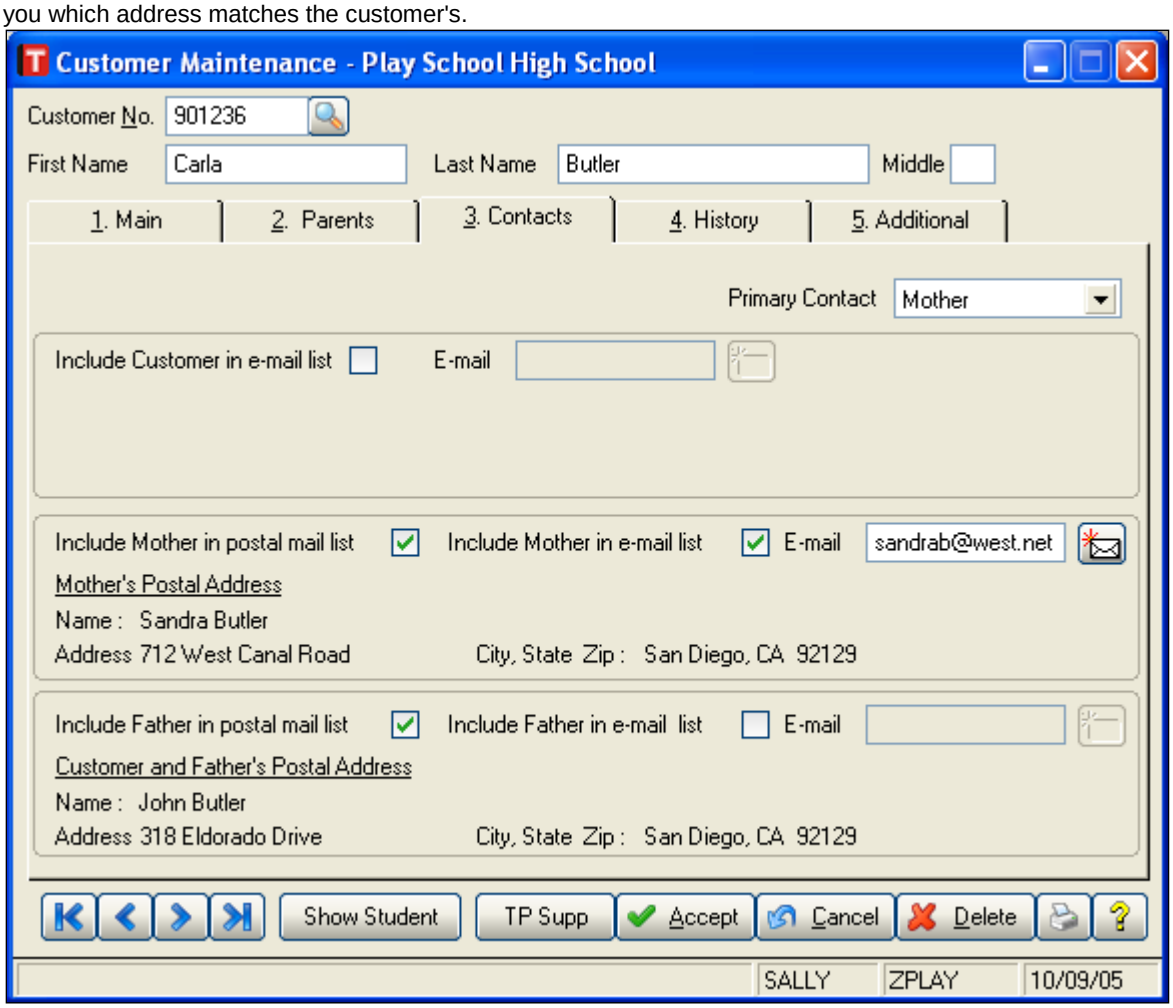
What does it do? The Contacts Tab displays information regarding how you will contact this Customer and his/her family. Information entered on this screen is used in conjunction with Form Letter Printing. You can choose to print Form Letters using names and addresses from the Customer and Parents records. Or you can choose to E-mail the Customer and/or Parents. Or you can choose both. You can also use this screen to designate a Primary Contact; in Form Letter Printing, you can choose to mail to All Contacts, Only Parents, or Only the Primary Contact.

Sending E-mail: You can also use this screen to send a regular E-mail message directly to either the Customer or to one of the Parents. Obviously, this only works if you have E-mail capabilities on your computer.

Using the Screen

Primary Contact: You can designate a primary contact for each Customer. Your choices are Customer, Mother, or Father. If you choose to send a Form Letter to the Primary Contact, Tracks will look here to determine where to send the letter.

If the addresses for both parents are the same, Tracks creates a Family's Postal Address as in the screen above. Now look what happens when we change their addresses; Tracks sees the two separate address (like the screen shown below). Tracks also tells you which address matches the customer's.



Include in postal mail list: Check one or more of these checkboxes to include this addressee in the distribution if Form Letters are printed.

Include in postal e-mail list: Check one or more of these checkboxes to include this e-mail address in the distribution list if Form Letters are sent by E-mail.

To send an immediate e-mail message: Click on the E-mail button. Tracks will launch your e-mail program populated with the e-mail address selected. Simply write your message and Send.

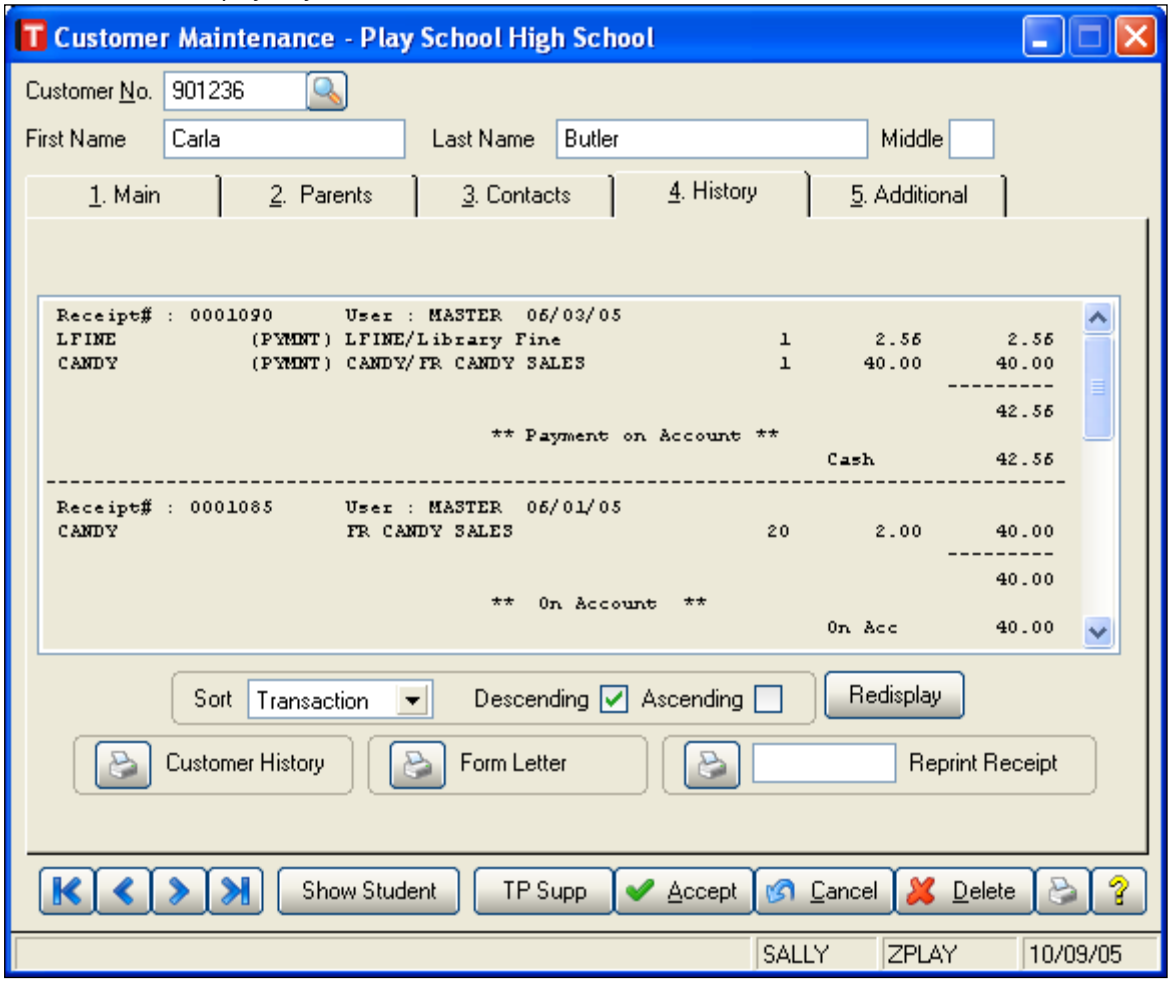
Customer Maintenance (History Tab)

What does it do? The History Tab displays transaction information from the history file, showing receipt numbers, items purchased with quantities and amounts, and payment information. You can sort transactions in either ascending or descending order by

receipt number or transaction date. You can do other things from this screen too: print Form Letters, print a Customer History Report, or reprint an old receipt.

Using the Screen

This screen is for display only. You can view transactions for this Customer.

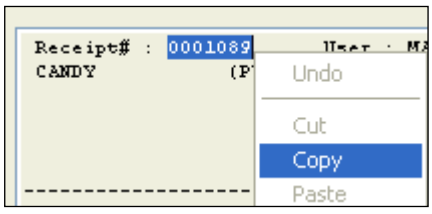


Sort: On the lower left, you can select to sort by either Receipt Transaction or Date and in either Descending or Ascending order. Just click the Redisplay button for your changes to be displayed.

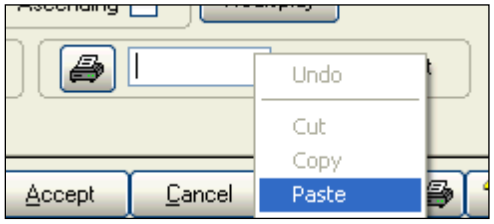
Customer History Button: Click this button to print a Customer History Report for this Customer. Tracks does not also a Preview of this report; it goes directly to your default printer. The assumption is that you are already seeing the transactions on the screen, so the program just prints. If you want to preview this report, you can preview, then print it from the Customer Reports menu.

Form Letter: Click this button to print a form letter for this Customer. Clicking this button is exactly the same as launching Form Letter Printing from the menu. You will have all the same options you have by accessing this function through Customer Reports. Click here for more information on Form Letter selection options.

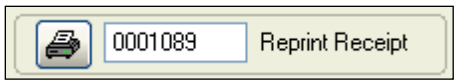
Reprint Receipt: Enter the receipt number to be reprinted and click the printer button. Tracks will reprint this receipt with the word "Copy" on the top. You can either type in the receipt number to be printed, or find the receipt transaction on the screen and copy and paste it using your mouse. To copy, simply highlight the receipt number, right mouse click, and choose Copy.



Next move your mouse to the Reprint Receipt field, right mouse click again, and this time, choose Paste. Tracks will paste the receipt number for you.



After you Copy and Paste, your screen will look like this. Now just click on the Reprint Receipt printer button and here comes your receipt!



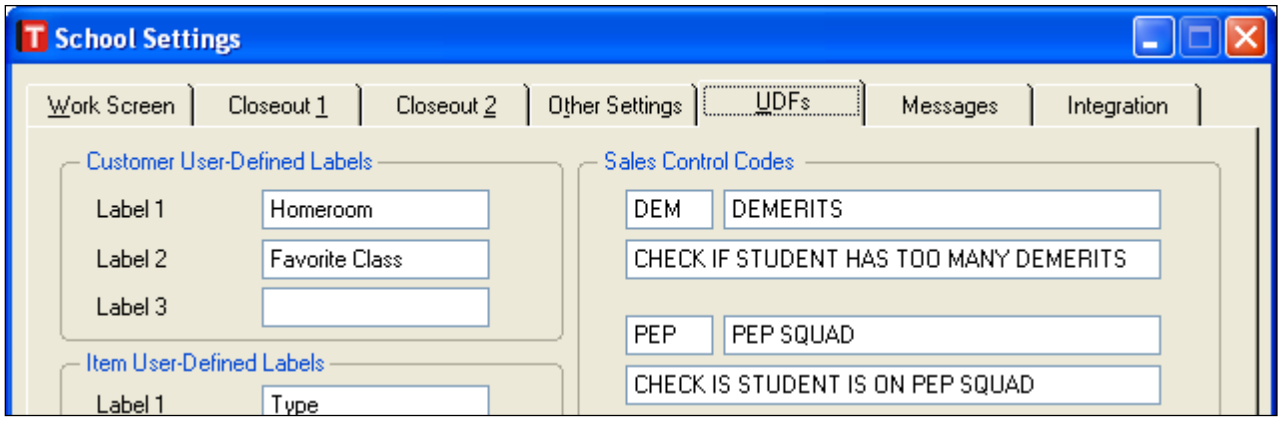
Note: *The arrows next to the ascending box will be active if the Customer History file has over 32,000 characters. Then Tracks will store the invormation in two separate sections. You can use these buttons then to view all of the history for the customer.*

Customer Maintenance (Additional Tab)

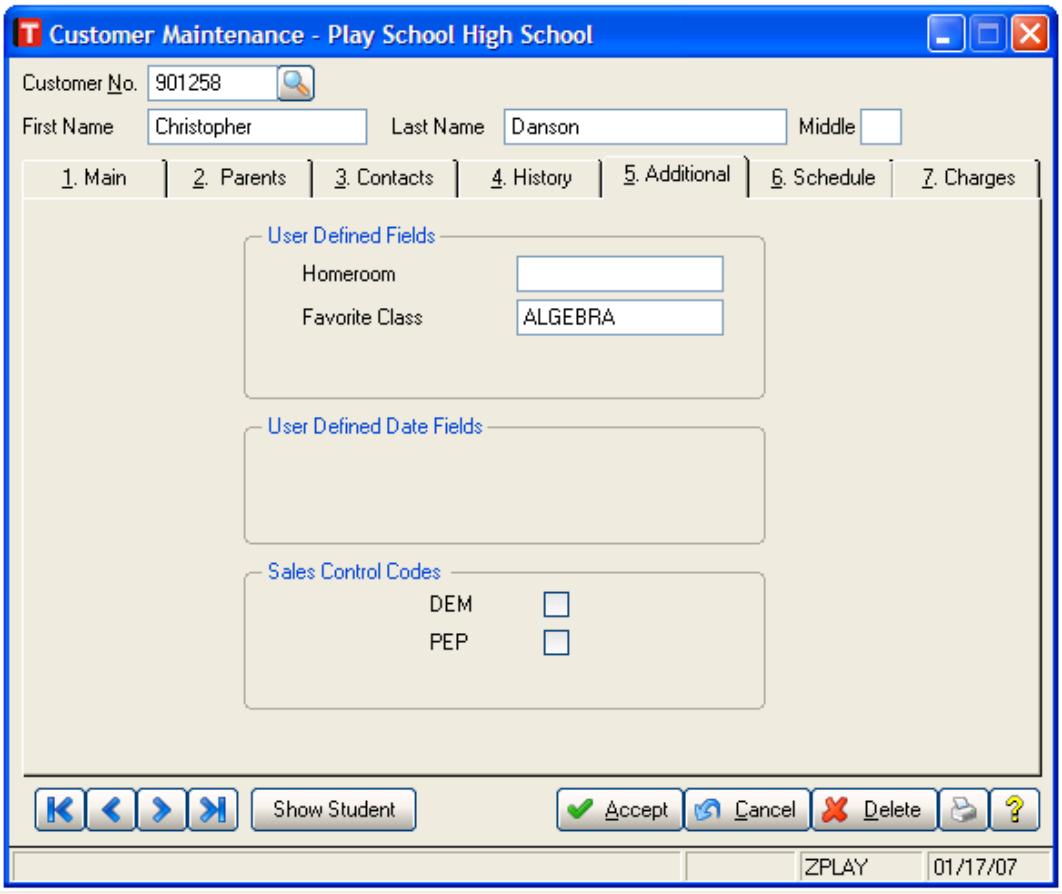
What does it do? The Additional Tab shows Customer User-Defined (UDF) field information, if you specified user-defined fields in Customize options.

If you have set up UDF's and/or Sales Control Codes on the School Settings - UDF's Tab, you can enter the information for each Customer here on the Additional Tab.

Using the Screen



Check the screen below to see how the fields defined above show up on the Additional Tab in Customer Maintenance. Note that a field must have a label defined before it will appear on the Customer Maintenance Additional Tab.

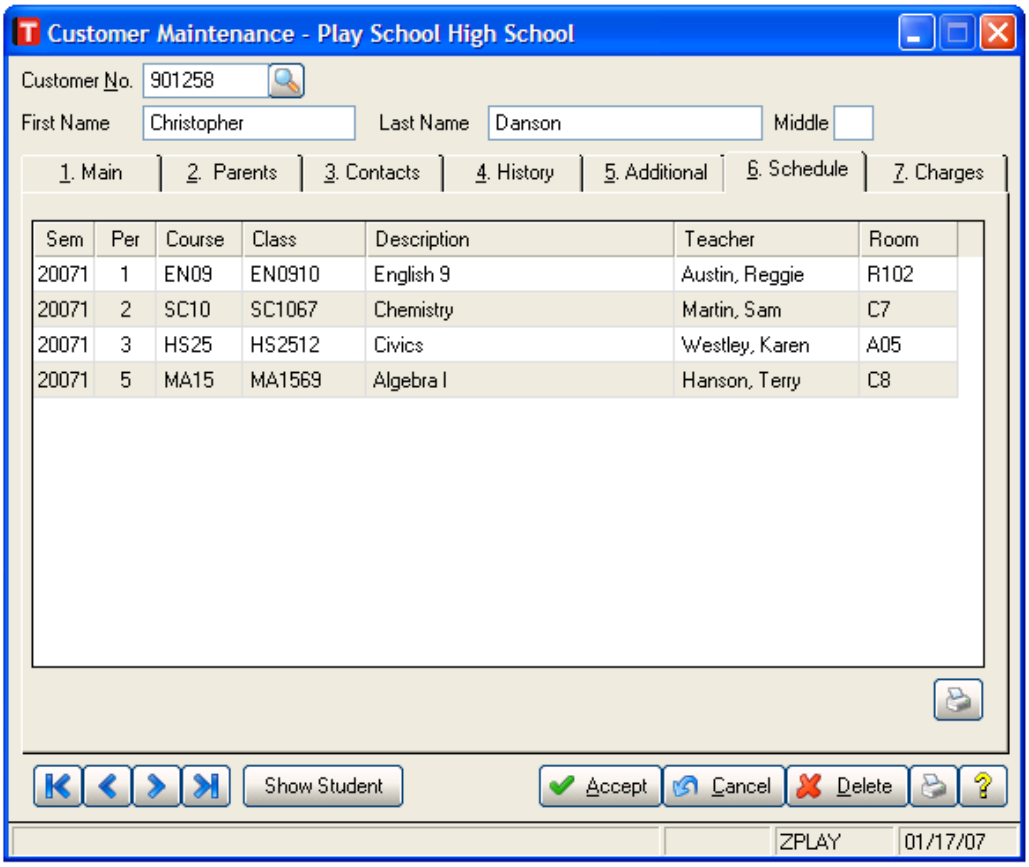


Note: *All three of the User-Defined Fields are enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.*

Customer Maintenance (Schedule Tab)

What does it do? The Schedule Tab shows student schedules, if you have chosen to upload that data.

Using the Screen



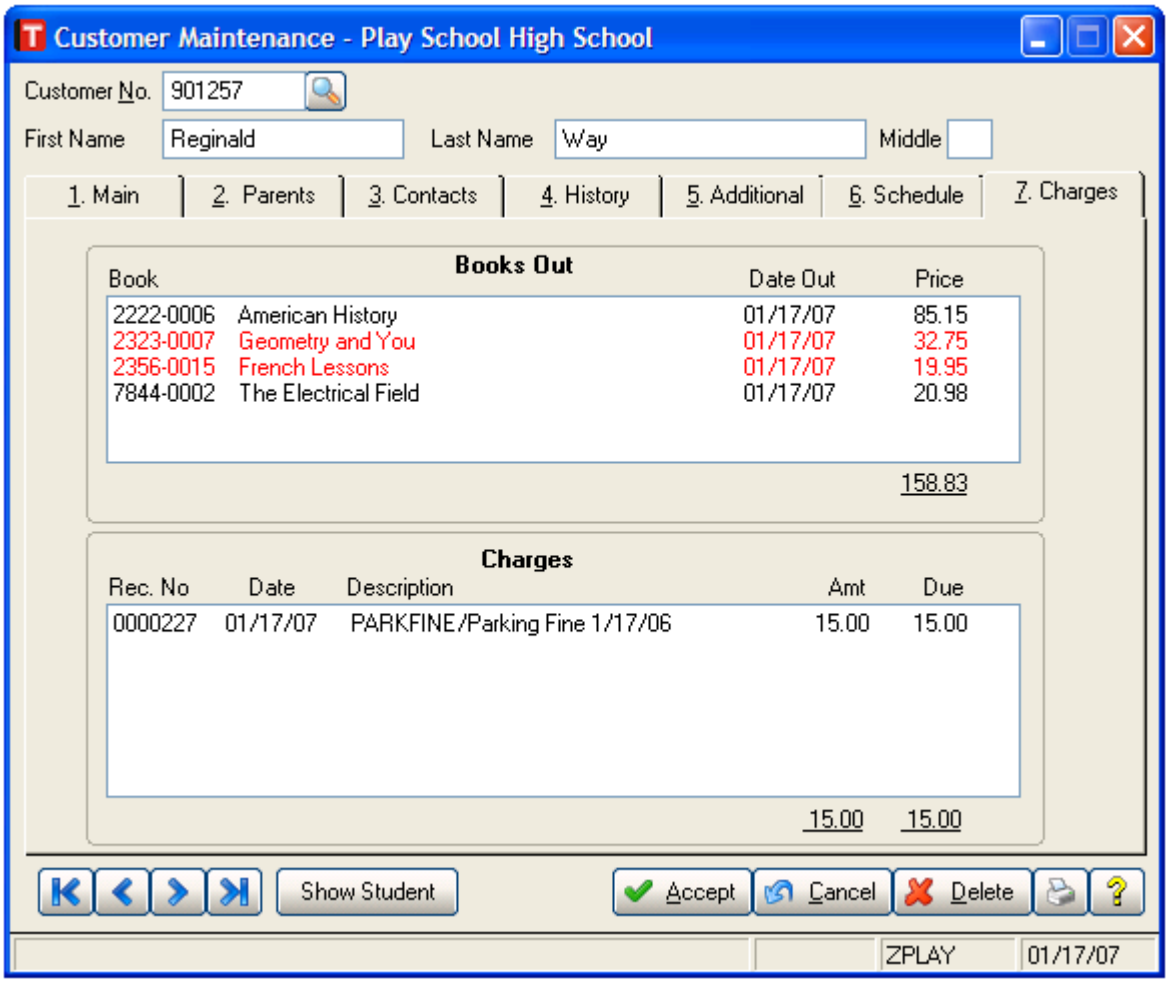
The schedule is view only, you cannot make any changes here.

Printer Button: Click the printer icon to print the Customer Schedule.

Customer Maintenance (Charges Tab)

What does it do? The Charges Tab shows all current books checked out and then any current charges on the student's account.

Using the Screen



Books Out: You will see all textbooks currently checked out to this student. If the textbook color is Black, the student is enrolled in a course that uses this book. If the textbook color is Blue, the student is not enrolled in a course that uses this book. If the textbook color is Red, the textbook is overdue.

Charges: Tracks shows you all current charges on this student's account. If you would like to take a payment from this student, go to the Work Screen, bring up this customer, then type "P" in the command line to take a payment. For more information, see "How to Take a Payment on Account" in the How To Chapter.

Finding a Customer on the Work Screen

Because most of the time you want to track sales by customer, the customer record must be identified and brought to the Work Screen before a sale is completed. If the customer has not been added to the system, the record may be added at the time of the transaction.

Customers in Tracks are displayed sorted in Last Name order by default. You can find a Customer on the Work Screen by scanning the Customer's bar code, typing in the Customer number, or using the Customer Look Up feature or by hitting <F8> on the keyboard.

Find customer record - by scanning or typing

To find a customer record, scan or type the customer number at the command line. The system scans the Customer file searching the Customer number field for the number entered. If the system is unable to find the number, it then searches the Other ID field for the same number. When the number is found, Tracks displays the customer record. If you want to search the Other ID field FIRST, check the box for Use Other ID in Customize on the Scanning Tab.

Find customer record - by Lookup

Click on the F8 button or press <F8> on the keyboard. Then start typing in the first few letters of the Customer's Last Name. When the correct name is highlighted, press Enter. If you press <F8> while a Customer record is already on the Work Screen, Tracks will display the entire Customer Maintenance screen for this Customer.

Add a new customer on the Work Screen

You may add a new customer on the Work Screen by typing "AC" (Add Customer) at the Command Line or by pressing the F11 Options button, then choosing the "AC" button from the Options Button choices.

Deleting a Customer

Use this feature when you've sold items to a student under the WRONG STUDENT ID#. Using this feature, you can transfer all the purchase history to the CORRECT STUDENT ID#. You can also use this when you've assigned a temporary number to a new student (just because he HAD TO BUY THE STICKER RIGHT NOW – No, he couldn't wait to get an official number – and you wanted to move things along.)

How to Delete a Customer

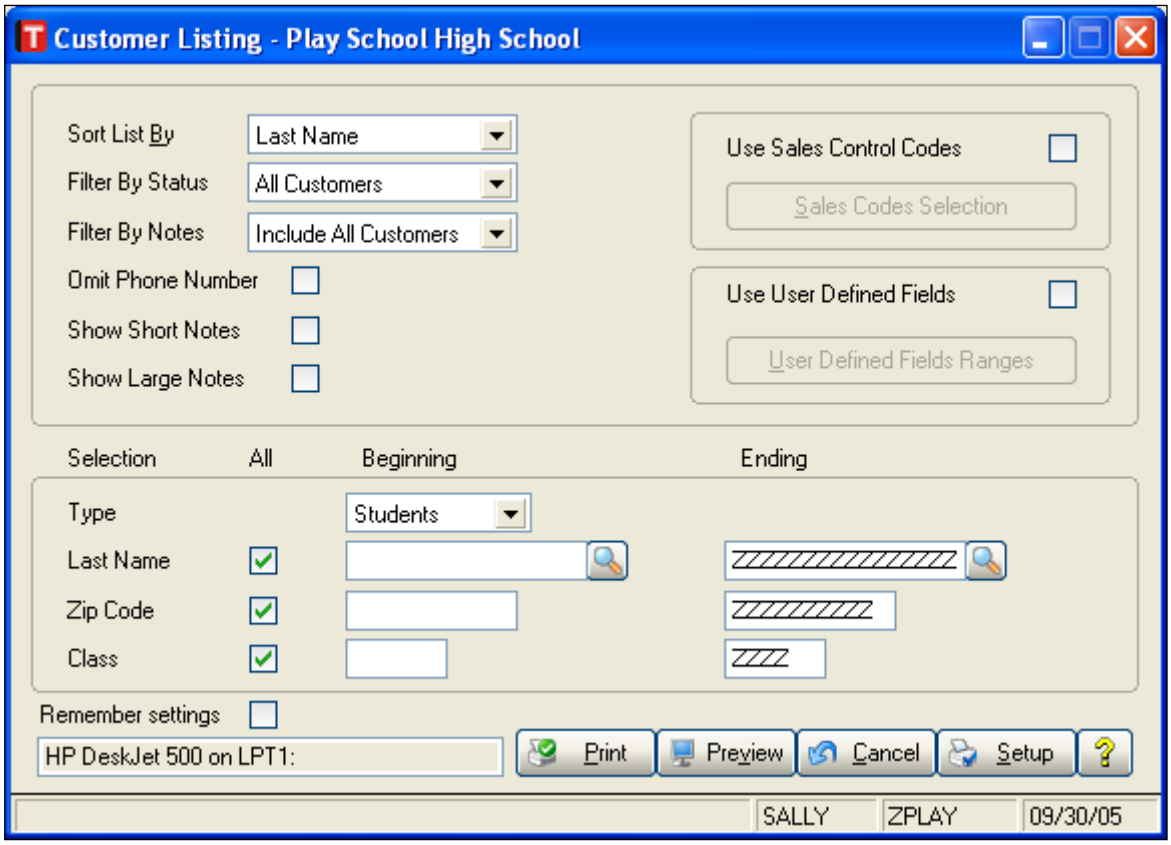
1. Select the Customer you want to delete in Customer Maintenance.
2. Click the Delete button on the bottom right side of the screen. Tracks will display a message "Are you sure you want to delete this Customer?" The default is "No." If you want to delete, click "Yes."
3. Tracks will check to see if this Customer has any transactions in the history file. If the Customer has no transactions, Tracks will delete the Customer record. If the Customer does have transactions in the history file, Tracks will display the message "Do you want to move this Customer's existing transactions to another Customer? Y/N" with the default at Yes.
4. If you answer No, Tracks will display the message "Tracks does not allow you to delete Customers with existing transactions during the current year as this could damage your audit trail. You may delete this Customer after all transactions from this year have been cleared at year end."
5. If you answer Yes, Tracks will display the Customer Lookup window and let you choose the Customer who's going to get all that history. Pick the Customer you want – the one that has the right Customer number.
6. Tracks will then display information about the Customer to be deleted and the new Customer getting the transaction history and allow you to confirm the transfer once more. You can still cancel the whole thing by clicking on the Cancel button.
   - Yes – deletes the Customer.
   - No – returns you to the Customer lookup window to pick someone different to assign the transaction history.
   - Cancel – cancels everything done to that point.

Customer Listing

What does it do? The Customer Listing feature allows you to print or preview all your Customers or only a selected group.

Where is it? Go to the Reports Menu, Customer Reports, and select Customer Listing. You may also print the Customer Listing by using the Printer button at the bottom of the Customer Maintenance screen.

Using the Screen



Sort List By: You can choose to sort the Customer List by Last Name, Zip Code, Customer Type, or Class.

Filter By Status: You can choose to print the report for all Customers, only Active Customers, only Locked Customers, or only Withdrawn Customers.

Filter by Notes: You can choose to select either all Customers, Customers with short notes only, Customers with large notes only, Customers with both short and large notes, or Customers with no notes at all.

Omit Phone Number: Check this box to print the report with no phone numbers.

Show Short Notes: Check this box to show the short notes (from the Customer Maintenance Main Tab) on the report.

Show Large Notes: Check this box to show the large Notes (from the Work Screen) on the report.

Once you have decided all that, you can further narrow your selection criteria with the following:

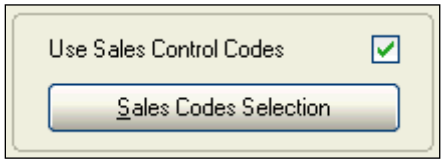
Type: As shown in the example above, you can print the report by selecting on Customer Type. You can print for Students, Faculty/Staff, Adults, Clubs, Others, or All Customers.

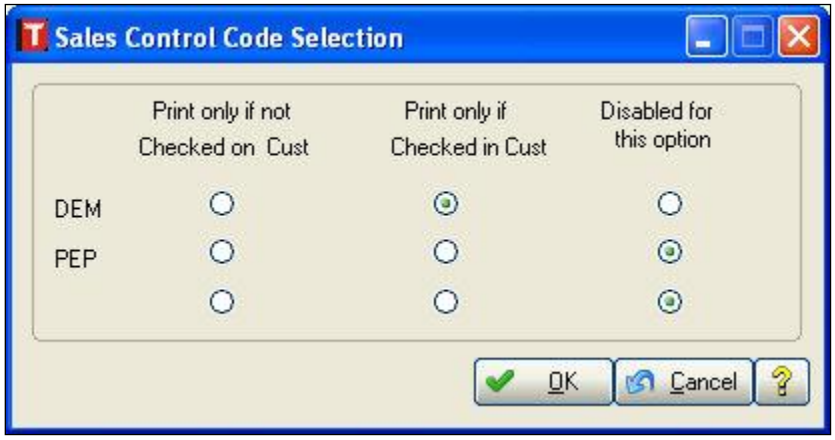
Last Name and Zip Code: To select all Customers, leave all the check boxes checked. To select a range of Customers by Last Name or by Zip Code, enter the starting and ending values in the appropriate fields.

Class: To select Customers for a specific Class or range of Classes, enter the appropriate values. Otherwise, leave All checked to get Customers in all Classes.

Use Sales Control Codes

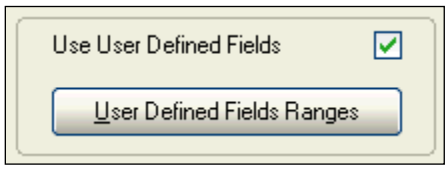
You can also limit the report to only Customers with specific Sales Control Codes. First, check the box to Use Sales Control Codes, then make your selection. In the example below, we want to only print Customers with DEM (too many demerits) checked.





Use User-Defined Fields

You can also limit the report to only Customers with specific User-defined Fields. First, check the box to Use User-defined Fields, then make your selection. In the example below, we want to only print Customers with SMITH as the Homeroom teacher.



Remember Settings: Check this box to have Tracks remember your settings for the next time you run this report.

Customer Mailing Labels

What does it do? The Customer Mailing Labels function allows you to print mailing labels for all your Customers or only a selected group. BarMaster has a pre-configured job to print labels on Avery 5160 Labels (30 up).

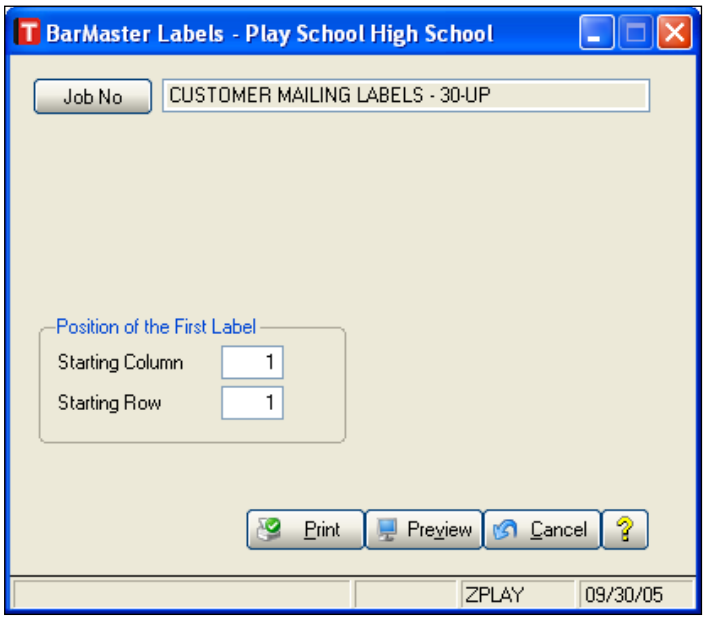
Where is it? To edit information about this job in BarMaster, go to Modules, BarMaster, Management, and select Job Definitions. Then choose the Mailing job.

Using the Screen

The job displayed above prints mailing labels. If you want to change any of the settings, like Label Name, do it here.

Printing Customer Mailing Labels – Using the Screen

Where is it? To print mailing labels in BarMaster, go to Modules, BarMaster, Printing, and select Customer Bar Codes.



When you are ready to print mailing labels, enter the starting column and starting row on your label sheet and click Print. If you are starting with a new sheet of labels, your starting column and row will be "1."

Chapter 6 – Items: Things You Sell

Tracks allows you to sell both services and products, tangible and non-tangible items, things that involve money and others that are used only for tracking student activities. You can sell tangible items like candy and sodas in the student store, clothing like gym clothes and sweatshirts, as well as school supplies like pencils and workbooks. You can also use Tracks to sell more intangible things like dance tickets, PSAT tests, and nurse emergency cards.

There are a host of options for each item, depending upon what kind of item it is and how you want to track sales. For specific information and suggestions about assigning item numbers and item types, please read the rest of this section.

Overview

About Adding Items

Before you start using the system for point-of-sale transactions, you must enter information about the Items that you intend to sell. If the Item Type is "P" for Product, as each product is sold, it is removed from the Quantity On Hand count. At any time, you can determine what items are out of stock, as well as those that are over-stocked. The system also keeps track of the number of items sold and will print a list of all items that should be reordered. It is essential that all information entered is accurate, all reports are based on the information you enter into the system. Tracks provides a variety of reports to help manage your inventory. Be particularly careful to assign the correct GL Account to each item so the money received will go where it should go!

Assigning Item numbers

There are several different ways to enter and ring up items using Tracks. If you are using a bar code scanner and a tangible product has a UPC Code or bar code label from the manufacturer, you can use this as the Item number for the item. If the item does not have a bar code label, you can assign an Item number and print your own bar code labels. You could stick the label on the item, but most schools just scan the bar code from a printed sheet. You can either use the number on the item or make up a new number. Items numbers may be up to 16-characters of numbers and letters. Spaces and punctuation marks are not allowed. We recommend item numbers 4-8 characters in length. Shorter numbers mean shorter bar codes and easier scanning.

Tracking Tangible Products

Tracks can keep track of your tangible inventory - those actual items on your student store shelves. Tracks can provide a list of merchandise to reorder. When new inventory items are added to the system, you can enter a normal (minimum) stock quantity. You can also enter a quantity on hand. As each item is sold, it is automatically deducted from the inventory on hand.

Assigning Item Type codes

Tracks handles several different types of Item records. The Item Type determines how the item can be sold, how it can be tracked, and what reports you can get from the program. See Item Maintenance (Main Tab) for samples of each of the item types listed below.

Service – Choose "Service" if the item is a service or a non-stock item. If the item isn't sitting on the shelf waiting to be sold, it is probably a "Service" item. When a service is sold, it has no effect on inventory quantity on hand because there really isn't anything to count. The program DOES NOT check for Quantity on Hand when making a sale for Service items. Items set up as "Service" include transportation passes, student body cards, and anything else where you could sell an infinite number without running out! If you can never run out of the item, it's a Service type! MOST ITEMS WILL BE ENTERED AS SERVICE TYPE ITEMS!! Examples of this type might be PROMS and SBCARD.

Product – Choose "Product" if this is an ordinary inventory item that you stock or that has a finite quantity, like seats on a bus or tickets to a luncheon or candy bars or yearbooks. These items are removed from inventory quantity on hand when they are sold. The program DOES check for Quantity on Hand for Product type items and will warn you on the Work Screen if you try to sell one when Tracks doesn't think you have any on hand! Examples of this type might be MATHWKBK, BUS2, YRBK, and APBIO.

Kit – Choose "Kit" if the item includes component parts. In a Kit, the item itself has a unique Item number and so does each one of its components. When an item is added as a Kit, you will be prompted to enter the components of the Kit and the price of each. The total of the component items must equal the price of the Kit. When the Kit is sold, the component parts are exploded in Customer History and the Quantity on Hand counts for each item contained in the Kit are reduced. For example, SBPKG consists of an SBCARD and a YRBK. You can sell one item (the SBPKG), but Tracks will explode the Kit in Customer History so you'll see that the student will show up on the SBCARD list and the YRBK list too. Kit items post to the GL Accounts of their components, not the kit itself. Therefore, no GL Account is needed for Kit type items. Examples of this type might be FALLCOMBO, SBPKG, GRADNITEPK and SRPKG.

Matrix – Choose "Matrix" for inventory items that use a matrix like color and size. For example, maybe you want to track sweatshirts, T-shirts or hats where one Item number is assigned to each item regardless of the size/color. With a Matrix item, you can design your own grid (like a spreadsheet) and indicate the Quantity on Hand for each cell in the grid. Each Item number may contain different sizes and/or colors. When you sell a Matrix item, Tracks pops a window so you can choose the correct size/color sold. As these items are sold, the overall inventory count for the item is reduced. Examples of this type might be TSHIRT, PESHORT, PESHIRT and PARKA.

Vehicle – Choose "Vehicle" to set up items for Vehicle Tracking. Use Vehicle type to set up an Item for Parking Permits or whatever Items you will use for Vehicle Tracking. When you sell a vehicle permit on the Work Screen, a special window pops up. You may enter the vehicle information at the time of the sale, or (if you sell these during registration) after the rush of the moment is over. In addition, with Vehicle information in Tracks, you can do lookups and find specific vehicles. For example, assume you see a blue car hit a green car in the parking lot. You can go to Vehicle Lookup and do a search to find all the blue cars! Examples of this type might be PARK and PARKFS.

FundRaiser – Choose "FundRaiser" to set up items for use in fundraising. When you set up these items, Tracks will prompt you to enter a FundRaiser Code for each item. You will then be able to generate special reports from the FundRaiser module showing profit and loss, which student brought in the most money, breakdown by GL Account, and more. Examples of this type might be CANDY, MAGSUB, and COOKDOUGH.

Equipment – Choose "Equipment" if this item is going to be issued (checked out) and returned instead of sold. You will use this type for sports equipment, audio visual equipment, and anything that you want to track, but expect to be returned to you. Examples of this type might be HELMET, KNEEPAD, PRACJERS, and GAMEJERS.

Donation – Choose "Donation" if this is an item that will be tracked as a donation or tax credit item. Only Donation type items are written to the special Donation file. This gives you the ability to sell a whole bunch of items on a receipt and only have the items that pertain to donations or tax credits be written to the Donation file. Examples of this type might be DONFA (Donation – Fine Arts) and DONSPT (Donation – Sports).

TexTrack – Choose "TexTrack" if this is an item used by the TexTrack program. You will only use this type if you have TexTrack for textbook tracking. Use this type for your Lost Textbook item number, and charges for missing bar codes, torn covers, etc. Examples of this type might be LOSTTB, TBBC, and TBDAMAGE.

Tracking Tangible Products

In terms of tangible inventory, those actual items on your student store shelves: Tracks can keep track of your inventory and provide a list of merchandise to reorder. When new inventory items are added to the system, a normal (minimum) stock quantity is determined. A beginning inventory count is also entered. As each item is sold, it is automatically deducted from the inventory on hand. When the on hand count falls below the reorder level, the item will appear when the Reorder Report is requested. Once you have reviewed the recommended reorder quantities, a Purchase Order may be created.

Reorder Levels may also be determined automatically with monthly or seasonal averages. When this procedure is used, the computer automatically calculates the normal, reorder, and recommended order quantities based on prior sales figures.

When merchandise is received, it must also be received into the system. Items that have been back ordered will be tracked by the system and may be received at a later date. **To ensure an accurate inventory, it is extremely important that all of these procedures are followed with care.**

Item Maintenance

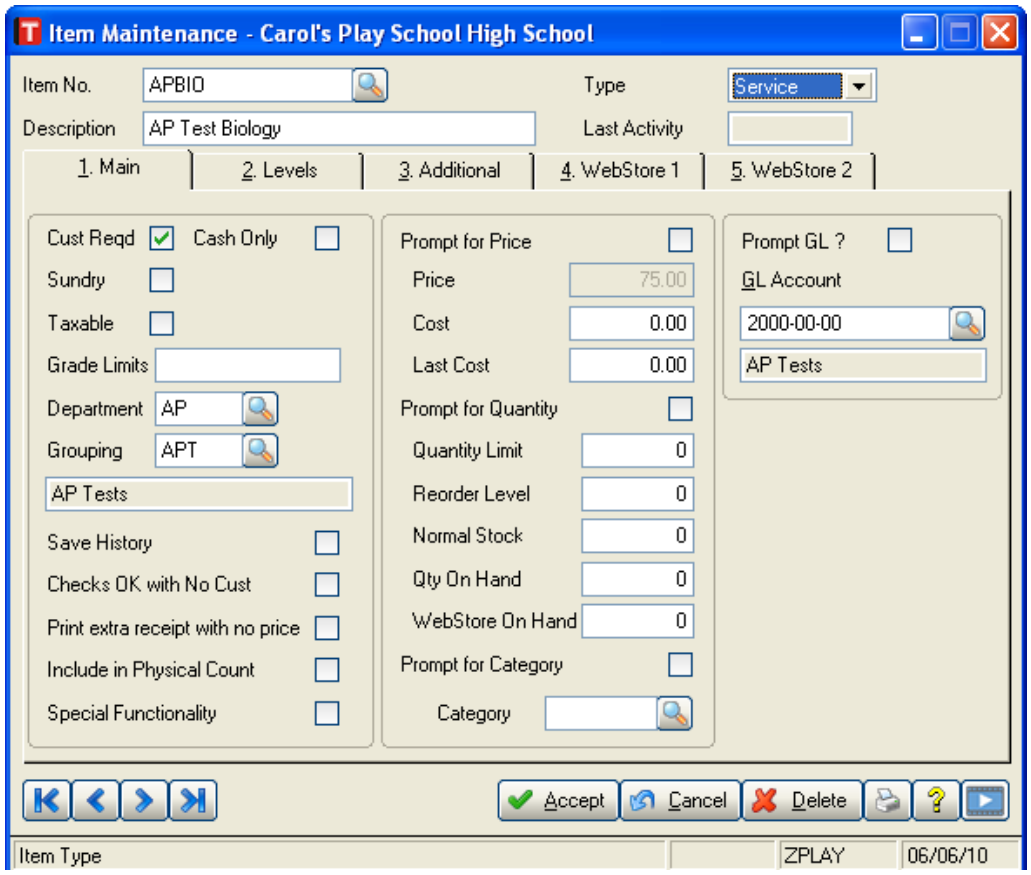
What does it do? You will enter all the things you sell to Customers here in Item Maintenance. In addition to actual Items you sell, you can also enter student debts to be collected, sports equipment to be issued and returned, textbook charges, and more. In this section, you'll find a description of each field in Item Maintenance and how you can use them to have your system track sales exactly like you want.

Where is it? Item Maintenance is located on the Item Menu

Item Maintenance (Main Tab)

What does it do? The Main Tab is where you will enter most of the important information about this item. You can also edit existing records on this screen.

Using the Screen



Item Number: Enter a number for this item. This is a 16-character field. We recommend using shorter numbers rather than longer numbers; for example, use BSUMCAMP instead of BOYSSUMMERCAMP. Why? Shorter numbers are easier to scan because the bar codes are shorter. Spaces and punctuation marks are not allowed.

Description: Enter the description of the Item. This description will be printed on receipts and reports. Enter a pipe in the description if you want to edit the description on the Work Screen.

Using a Pipe in the Description: *There is a feature of the description field that allows a special editing feature to be invoked. If the description includes the "|" (called a "pipe") character, when you sell that item on the Work Screen, the cursor will automatically move to the "|" - allowing you to edit the backside portion of the description field. This is useful for entering guest names for dances, receipt numbers from manual receipt books, and parking sticker or student body card numbers. To try it, enter the Item on the Work Screen and then press <F6> to edit the description. The pipe character is located above the enter key on your keyboard.*

Type: Enter the type using one of the following codes. The Type of each item determines how Tracks allows you to sell the item, how you can track the item and what kinds of reports you can get. See "More Information about Item Types" later in the chapter for more information about each type and examples from Play School.

- Service
- Product

- Matrix
- Kit
- Vehicle
- FundRaiser
- Equipment
- Donation
- TexTrack
- Hour Track

Last activity: The last date an item was sold or returned will appear in this field. Leave this field blank when adding an item. Tracks will update it automatically.

Customer Required?: If this box is checked, you will not be able to sell this item unless a customer (in most cases this will be a student) is entered on the Work Screen. You need this feature to make sure that when you sell a yearbook, you'll know who bought it. Leave the box cleared and Tracks will allow you to sell an Item with no customer name on the Work Screen. You don't care who buys a soda or potato chips in the Student Store. If you think you might EVER need a list of everyone who purchased this item, turn on this option!

Sundry: Check this box if this is a sundry item; leave blank if this is not a sundry item. Sundry items are things like candy bars or pencils or small miscellaneous items of low value that have high volume sales. Use this option if you do not want to print a receipt every time someone buys a candy bar, but you want one receipt at the end of the day showing totals for ALL the sundry items sold. (For example, the Sundry receipt will show 48 Pencils, 32 Pens, 14 Sodas.)

For a sundry item to print on this Sundry receipt, three things must all be true:

1. The Sundry box must be selected here.
2. There CANNOT be a customer on the Work Screen
3. The sale must be completed by using <F12> Fast Cash button.

Sales completed using <F9> on the Work Screen will create a regular receipt at the time of sale and the item will NOT be included on the Sundry receipt at the end of the day. If you want to know how many of a certain item was sold on a particular day, use the Sales by Item/Customer Report.
You can print the Sundry receipt from the Work Screen by typing SUNDRY at the command line. Even if you forget to print it, Tracks will require you to print the Sundry receipt before doing a Closeout. *Note: Tracks does not check for quantity on hand at time of sale for sundry items.*

Taxable: Check this box if the item is taxable. If it is not taxable, leave the box clear. Checking this box assumed that tax will be added on to the price of the item.

> **Tax Included:** Some schools include the tax in the price of the item. If sales tax is to be included in the price of the Item, you must have selected the "Use Included Tax" option on the Work Screen Tab. If the item is taxable, but the tax has already been included in the price, make sure you check the "Included" box to the right. As an example, if the item is only taxable, the program will take a $10 item and add the $.70 tax for a total sale of $10.70. If tax is included, the program will take a $10 item and back out the tax for a total sale of $10.00 (product is $9.34 and tax is $.66).

Grade Limits: If this item is only to be sold to students in specific grades, enter the grade or year here; if anyone may purchase this Item, leave this field blank. For example, if only seniors may purchase a ticket to the dance, enter "12" or "2006" (or the appropriate graduating year), to limit sales in this way. To restrict sales to customers with either "12" or "2006" in the Grade/Year field, enter "12 space "06" in this field. If you attempt to sell this item to a student who is not in this class, Tracks will warn you. Enter "11 space 12" to restrict sales to only 11th or 12th graders.

Department: The Department code may be any three characters or combination of letters and numbers. Examples of department designations might be "SB" (for Student Body) or "DIS" (for District) or "DAN" (for Dance). Some reports in Tracks will allow you to select or sort by Department.

Grouping: From time to time it may be convenient to group items together for reporting purposes. Standard sorting protocols may not allow this type of reporting. Using the Grouping field allows the user to define which group an inventory item belongs to for specialized reporting. It is not necessary for every inventory item to have a specialized group. Example: Use Grouping "PRM" to group Items for the prom together on a report. If put a Grouping code of PRM on items Prom Single, Prom Double, Prom Guest, you will be able to print a Grouping Report showing all students and guests going to the prom. For more examples of how to use the Grouping field, see Grouping Report.

Save History: Check this box if you want to save transaction history for this Item past year-end. This will allow you to see the sales made last year for this Item. You might use this feature if the student lettered in a sport and you want that data to carry over from year to year.

Note: *Use judiciously. If you want to save many, many items in history, consider saving Prior History for the whole year. See Save Prior Year Data. Do NOT use this feature with things you sell over and over again each year, like a yearbook.*

Checks OK with No Cust: Select this box if it is OK to accept checks for this item when there is no Customer on the Work Screen. Normally, Tracks will not allow you to accept a check with no Customer; this ensures you will always know a Customer in case a check bounces. But if this is a donation type item, you may want to be able to enter a donation that is not related to a specific Customer.

Print extra receipt with no price: Select this box to print an extra receipt AFTER the regular receipt. The extra receipt will show the Customer and the Item, but will only say "Paid" rather than an amount. Use this feature to give a student a separate receipt that will not show the specific amount paid. You might want to print an extra receipt if, for example, you have different prices for Free & Reduced Students and want to provide proof of payment with no discrimination.

Include in Physical Count: Select this box if you want to include this item on the Physical Count Worksheet. Do this for any items you want to count.

Prompt Price: If this option checked, Tracks will prompt you to enter a price each time this item is sold. This is suitable for items that have frequent price changes or items that have a different dollar amount each time they are sold, like lost book charges for example. Normally, when the item appears on the Work Screen, the price entered in price level A for this item will be displayed. If the price is correct, you can press Enter to accept it. If the price to be charged is different, you can enter the new price.

Price: This field is display only. You will enter pricing for this item on the Levels Tab. Tracks displays the Level A price here.

Cost: Enter the cost of the item. When entering new items, enter your current cost. This is strictly an optional field. If you are integrated with SchoolBooks and use Purchase Orders to order this item, SchoolBooks will use this cost on the purchase order.

Last Cost: Unit cost from the last order. If you are integrated with SchoolBooks and use Purchase Orders to order this item, SchoolBooks will update this cost field with the latest cost when you receive an invoice for this item.

Prompt Quantity: Check this box if you want Tracks to prompt you for the quantity each time you sell this Item. This would normally be used for fundraising items like candy when you're selling more than one at a time to each Customer.

Quantity limit?: Enter the maximum number of this Item to be sold to any one Customer. For example, if students may only purchase one dance ticket, enter "1". Tracks will then warn you if a Customer who has already purchased 1 of this item tries to purchase another one. You may only use this feature if Customer Required is set to Yes for this Item.

Reorder Level: The quantity on hand that the item must reach before the item appears on the Reorder Report. The program will suggest an order equal to the normal Stock Level minus Current On Hand Quantity.

Normal Stock: Enter the quantity of each item you would like to have on hand at all times.

Quantity on hand: Current on hand quantity for this item. Leave this field blank until all items have been added and counted and you are ready to use the computer for making sales. Then print a Physical Count Worksheet, count your inventory items and enter the correct quantity on hand for each item.

WebStore On hand: Current on hand quantity allocated for WebStore sales of this item. Leave this field blank until all items have been added and counted and you are ready to use the computer for making sales. Then print a Physical Count Worksheet, count your inventory items and enter the correct quantity on hand for each item.

Category Code: If you use SchoolBooks and want to attach a Category Code to this item, enter the Category Code here. During the Closeout process, Tracks will write out the Category Code to the TREXPORT file so it can be imported into Bank Deposit Entry in SchoolBooks. This field is only used if you are integrated with SchoolBooks.

Prompt for Category: Check this box if you want Tracks to prompt you for a Category each time you sell this Item. You can use this to properly record sales of Items when the funds may go to one of several different Categories – depending upon who brings you the money.

Category: Enter the Category for this item. You can go back at any time and modify the Category Code assigned to a transaction, using the Modify Bonus/GL/Category function.

Prompt for GL Account: Check this box if you want Tracks to prompt you for a GL Account each time you sell this Item. You can use this to properly record sales of Items when the funds may go to one of several different accounts – depending upon who brings you the money.

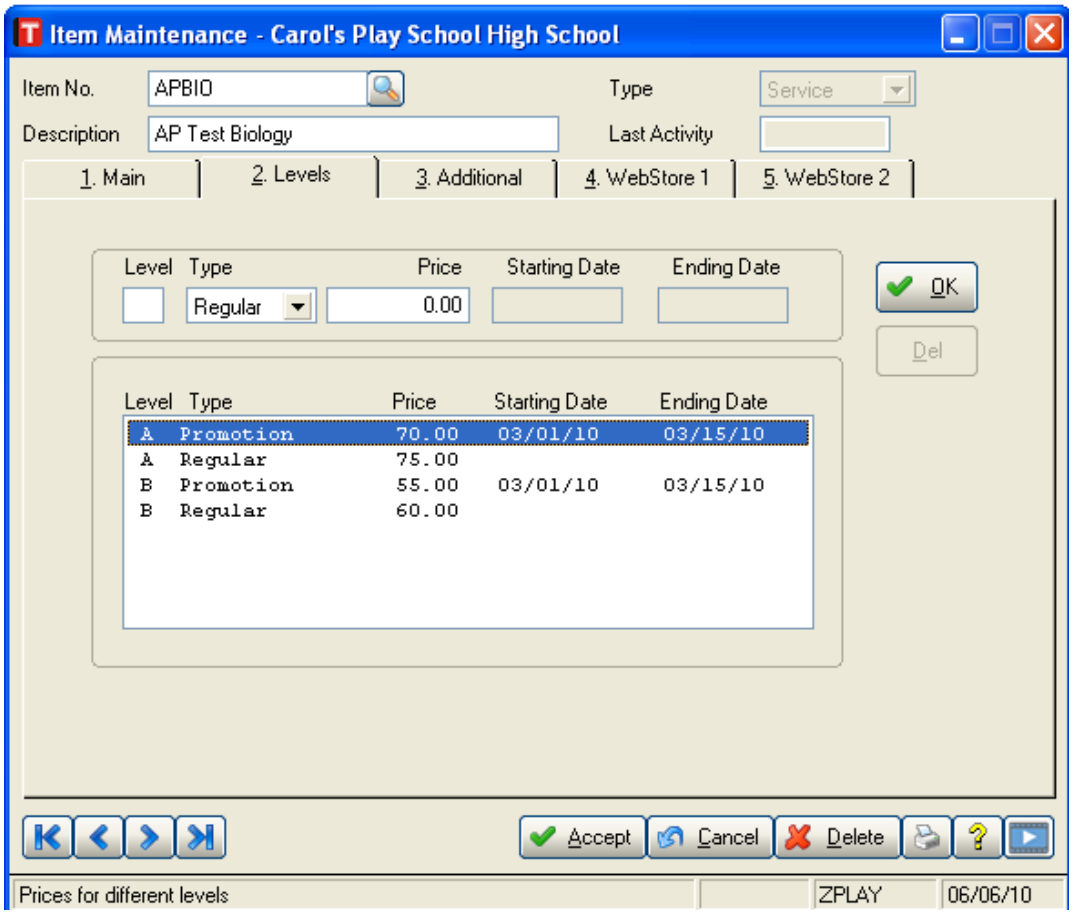
GL Account: Enter the GL Account for this item. Part of the daily Closeout function of Tracks is a general ledger posting report. The information in this field tells Tracks which account to credit for the sale of this item. If this field is left blank, sales of this item will post to Sales for Items with no GL Account (found in Customize/Closeout 1 Tab). You can go back at any time and enter a GL Account Code for an Item.

Lost Charge: Enter the amount you want to charge the Customer if the item is lost. *The Lost Charge field only appears with Equipment Type items.* All Equipment items have a zero price because we don't charge the Customer for these items when they are issued (as opposed to being sold). But when the Customer loses the item and we want to charge him/her, this Lost Charge is the amount that will be billed to the Customer.

Item Maintenance (Levels Tab)

What does it do? The Levels Tab is where you can assign different price levels for each item. You can assign price levels A through F to an item and you can assign a Price Level to each Customer. When a Customer with a Price Level B purchases an item with Price Levels, Tracks will charge the B Price. Tracks allows for Regular Pricing and Promotional Pricing based on a date range.

Using the Screen



Price Level Code: Enter the Price Level Code – like A or B. You can enter a separate line for regular or promotional prices for each Customer price level.

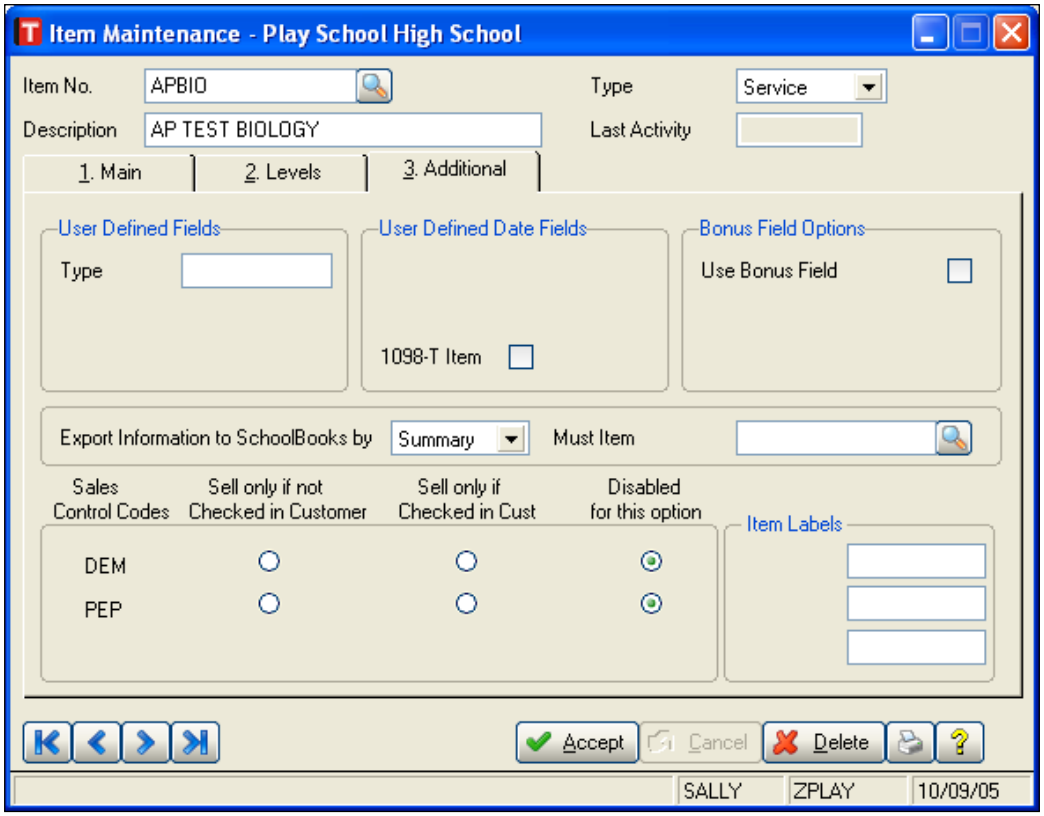
- Price level "blank" or A is usually used for students who have NOT purchased a student body card.
- Price level B is usually used for students who have purchased a student body card.
- Price level C and above can be used for anything you want – faculty, other adults, etc.
- Price level F can be used for students who quality for Free and Reduced Meals.

Choose the type of pricing – Regular or Promotional: If the item always has the same price, choose "R" for Regular Pricing. In the example above, we can see that the regular prices for PE Shorts are $7.00 and $6.00 with a student body card. We also have promotional prices of $1.00 off from 6/8/10 to 8/8/10. To enter a promotional price, enter the Price Level, then enter "P" and the promotional price to be charged. Enter the start and end dates for the promotional pricing and press OK to save. When you sell this item on the Work Screen between these dates, Tracks will charge the Customer the promotional price. If you ever want to delete an option, simply select it and then hit the delete button.

Item Maintenance (Additional Tab)

What does it do? This tab displays some of the extras you can use with Items. If you have entered User-Defined Fields for Items, you can enter values for them here. If you have Sales Control Codes, you can choose how to handle them here. You can also indicate import preferences and set up bonus fields.

Using the Screen



UDF Fields: You can enter information regarding the UDF's you selected for items on the UDFs Tab of Customize School Settings. You have 3 user defined string fields and 2 user defined date fields available. All three of the User-Defined Fields are enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

1098-T Item: If you are using Tracks Plus, check this box if you want this item to be included on your 1098-T. See 1098-T Reporting for more information.

Bonus Field Options: If you want to be able to enter additional information about this item when it is sold on the Work Screen, you can enable the Bonus Field here and Tracks will prompt you to enter additional information when the item is sold.

Use Bonus Field: Check here to enable the Bonus Field for this item.

Bonus Field is Customer ID: Check here if you want to scan a student ID or lookup a Customer in this field. Tracks will populate the field with the name (not the Customer number) of the Customer. We added this feature so you could easily enter a student name as a "Prom Guest."

Export Information to SchoolBooks by: If you have SchoolBooks, you can choose whether you want the information for this item to be exported in summary or in detail. This gives you the ability to override the default setting for the GL Account where this item goes. For example, if you usually import Student Store Sales in Summary (who needs all the detail of each pen and shirt sold?), but want the detail on this particular item, you would choose "Detail" here.

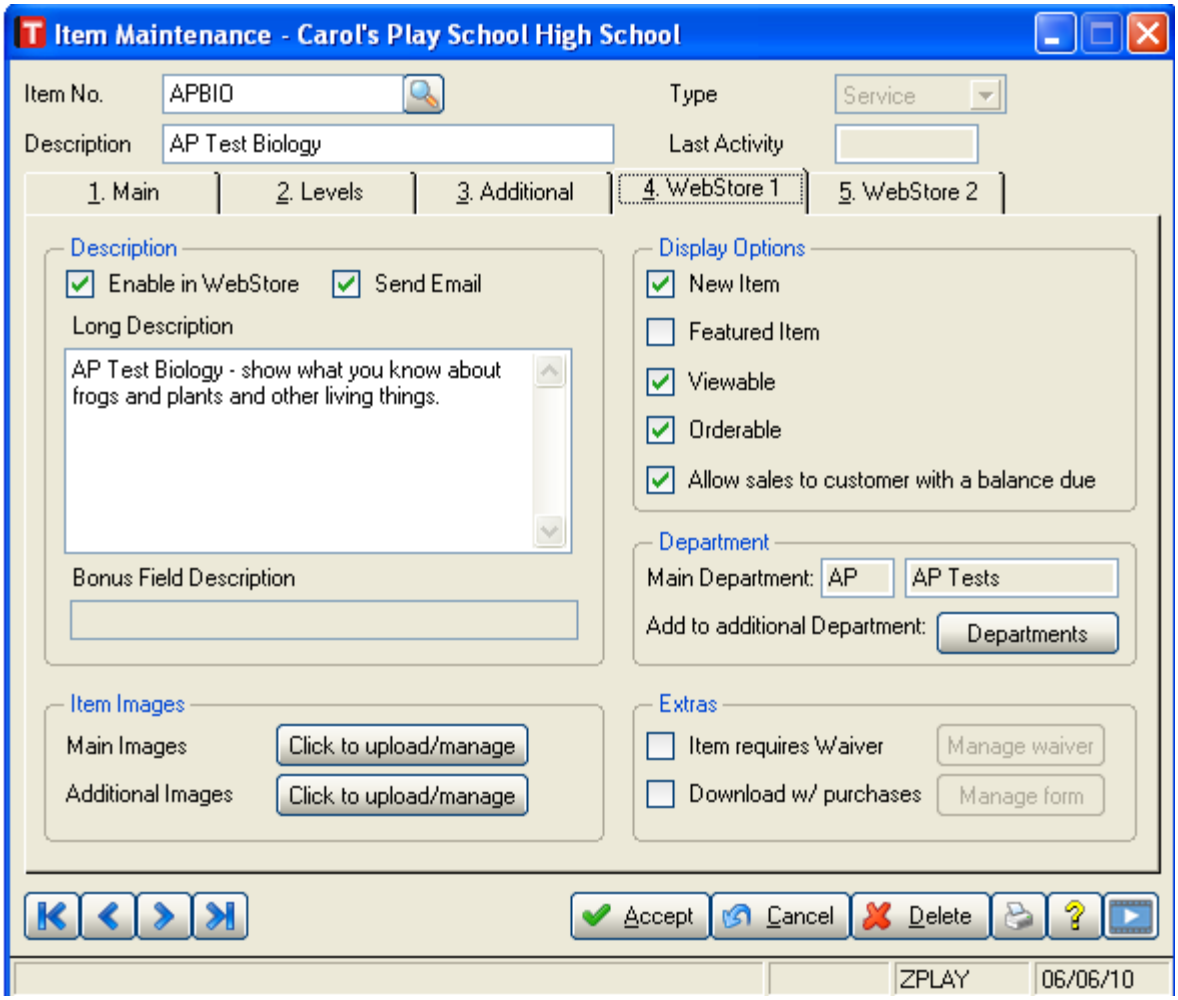
Sales Control Codes: Make determinations about Sales Control Codes. In this example, we will NOT sell this item to a Customer/Student with too many demerits and we will ONLY sell this item to a Customer/Student who is a member of the Pep Squad.

Item Labels: Here you can enter the color, style, and size of the item. You can change these fields to something different that you want to appear (like color, style, and size) in Managment, Customize, School Settings, on the UDFs Tab.

Item Maintenance (WebStore Tabs 1 and 2)

What does it do? Use the WebStore tab in Item Maintenance to either show items in your web store or not show them and to select options about how they will display on your WebStore.

Using the Screen



For complete information about this tab and WebStore 2 tab, please refer to the WebStore User Guide.

More Information about Item Types

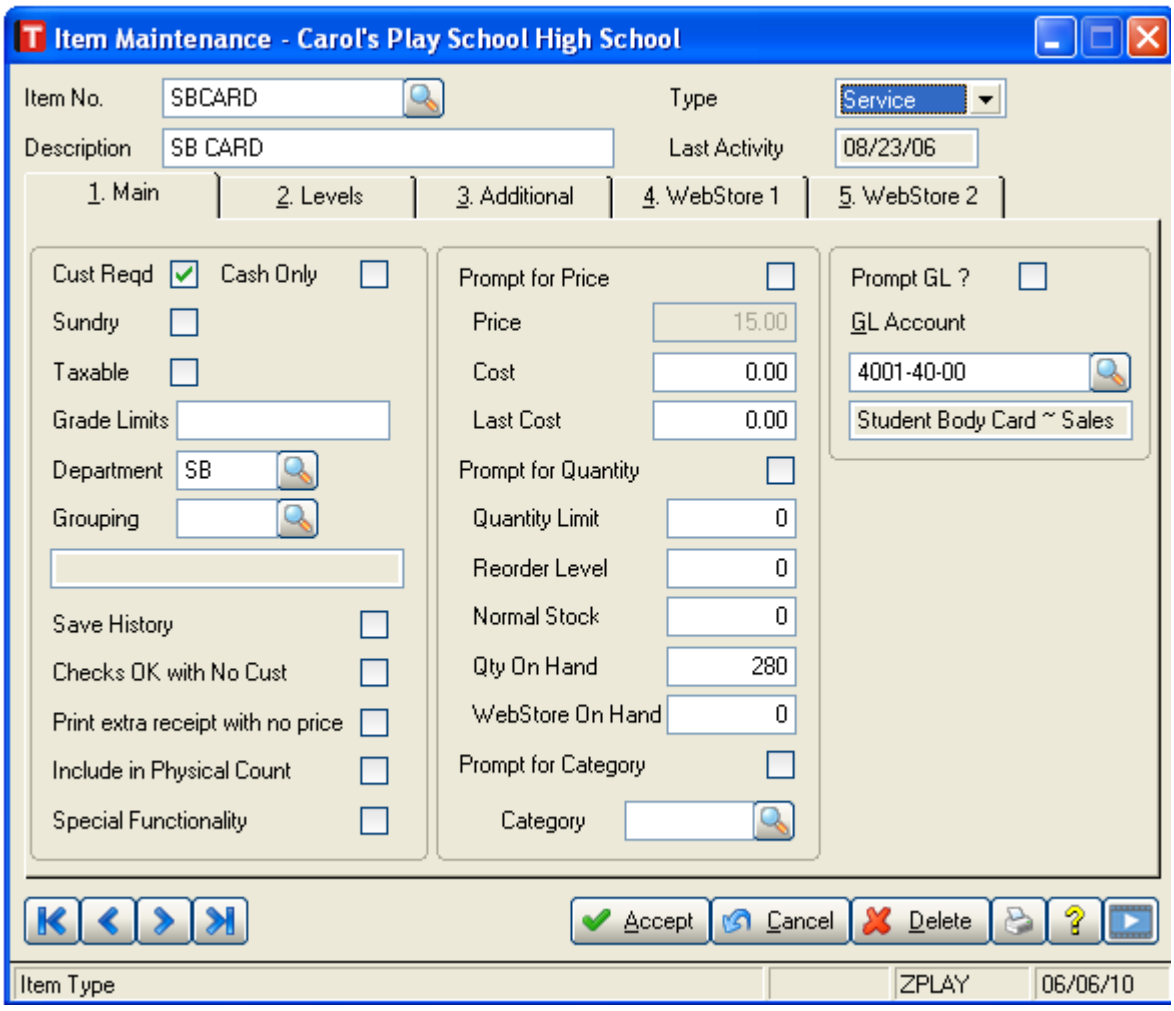
These examples are taken from the ZPLAY demo data. You can check each one of these items in ZPLAY to see how they are set up and how Tracks handles them during a sale and on reports.

Service Item

When do add a Service item (type code - S)? Most of the Items you sell will be Service type items. That means you do not track quantity on hand information for this item. If you have an unlimited number of this Item to sell, it's a Service type item.

Example: SBCARD

See the screen below. Customer Required is checked because we want to know who bought it. The GL Account is entered because the money always goes to the Student Body Card Sales account.

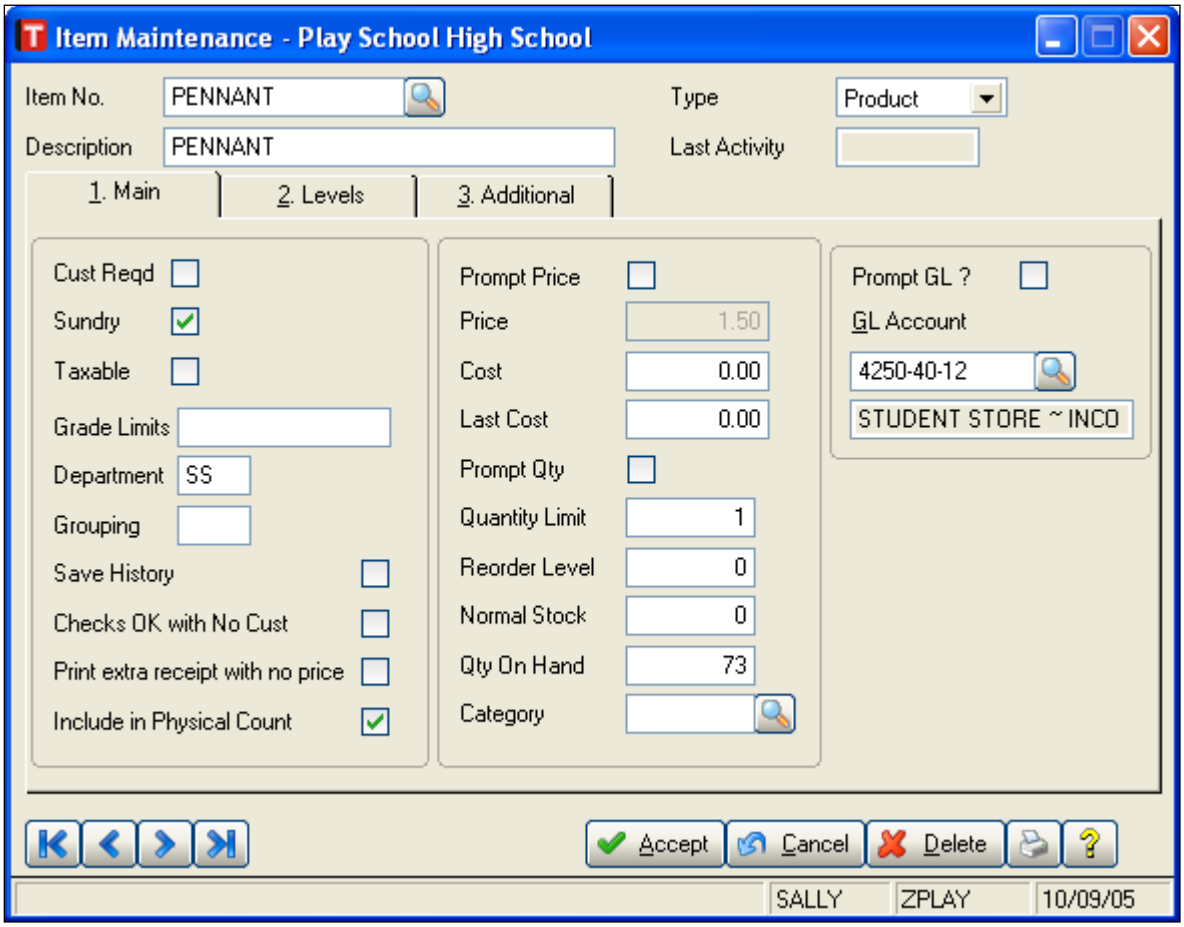


Product Item

When to add a Product Item (type code – P)? Some of the Items you sell will be Product type items. That means you DO track quantity on hand information for this item. If you have an only a certain number of this Item to sell, it's a Product type item. When you sell a Product type item on the Work Screen, Tracks subtracts the quantity sold from the current quantity on hand.

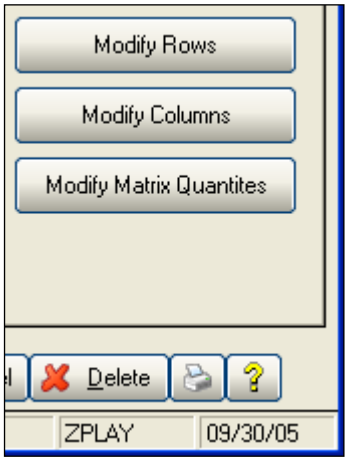
Adding Quantity on Hand Information
The on-hand quantity field should be left blank until you are ready to use the system for ringing sales transactions. (Note: the system tracks on hand quantities for "Products" not "Services.") Take a physical inventory count and enter on hand quantities by following the procedure for editing or receiving items.

Example: PENNANT
See the screen below. Customer Required is not checked because we don't really care who bought it. The GL Account is entered because the money always goes to the Student Store Income account. We have entered a Department and checked Include in Physical Count because we want to count this item. We've entered a Quantity Limit of 1 because these are SO POPULAR we want to limit sales to One per Customer. We've entered stocking levels so we can tell when to reorder.



Matrix Item

When to add a Matrix item (type code – M)? After all basic item information has been entered, you will notice that three extra buttons have appears on the lower right part of the Main Tab. Now you have the opportunity to add information about Rows, Columns, and Quantities for this Item.



The idea with a matrix is that you track items like this:

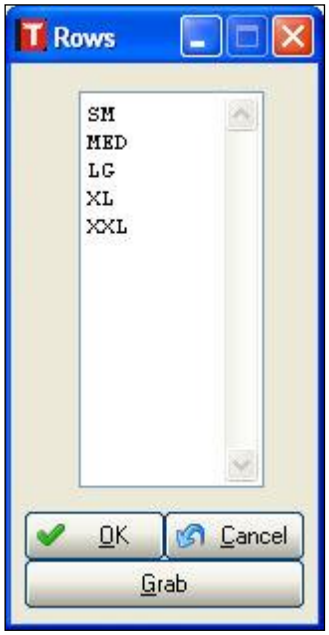
	RED	WHITE	BLUE
SMALL	5	10	5
MEDIUM	10	20	20
LARGE	9	15	8

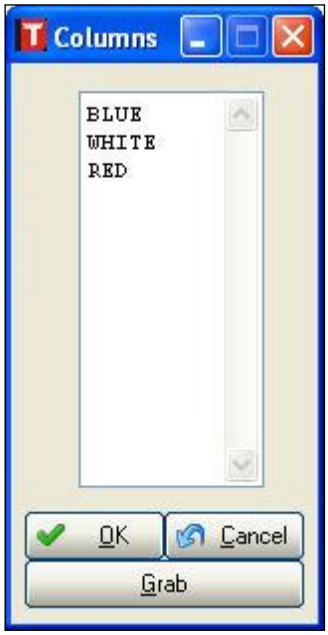
Modify Rows: Enter the row headings for this Item or click Grab to copy the Row setup from another Item.
Modify Columns: Enter the column headings for this Item or click Grab to copy the Column setup from another Item.
Modify Matrix Quantities: Tracks will display your matrix. Enter the quantities you have on hand in each cell. Tracks will automatically add them up and display the total quantity in the Quantity on Hand field on the Main Tab. See the example on the following page for more information.

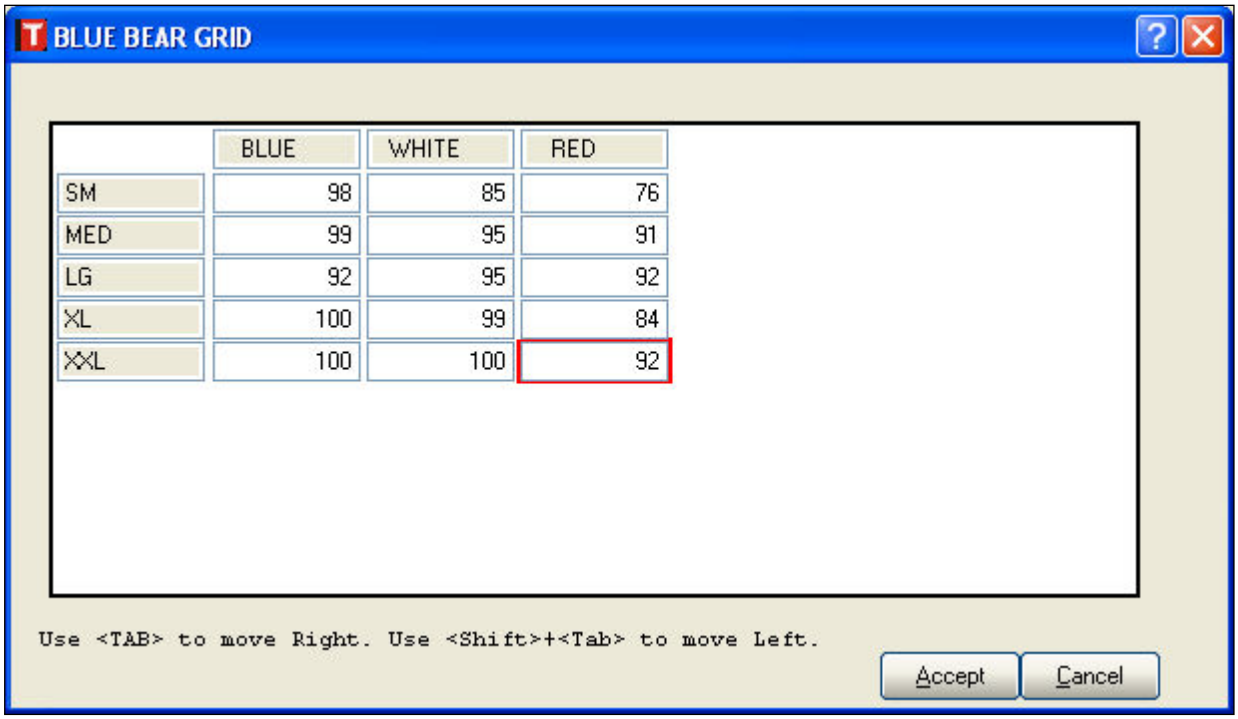
Example: TSHIRT

See the screen below. Customer Required is checked because we do care who bought it. The GL Account is entered because the money always goes to the Student Store Income account. We have entered a Department and checked Include in Physical Count because we want to count this item. We've entered stocking levels so we can tell when to reorder. Notice that three additional buttons are displayed: Modify Rows, Modify Columns, and Modify Matrix Quantities. You will use these to establish the matrix and to tell Tracks the quantities for each individual cell.

Modify Matrix Quantities: Once you've established a matrix, you can enter the quantity in each cell. You can move between cells using the Tab key or the Enter key. When you sell this item on the Work Screen, Tracks will pop the matrix window that appears on the next page so that you can select the correct size and color. Matrix quantities can go negative, so you can use this feature to take orders for pricey Senior Jackets before you have them in stock. You'll have a record of what each student ordered, so when they come to pick them up, you'll be able to give them the color & size they ordered, rather than the color & size they want now and will try to tell you they ordered then (but didn't). Do they actually do that?



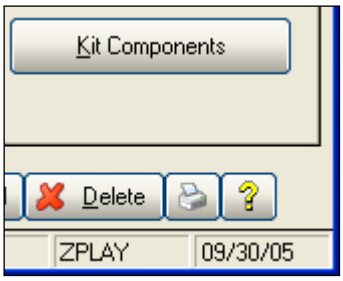



BLUE BEAR GRID
BLUE
WHITE
RED
SM 98 85 76
MED 99 95 91
LG 92 95 92
XL 100 99 84
XXL 100 100 92
Use <TAB> to move Right. Use <Shift>+<Tab> to move Left.
Accept
Cancel

Kit Item

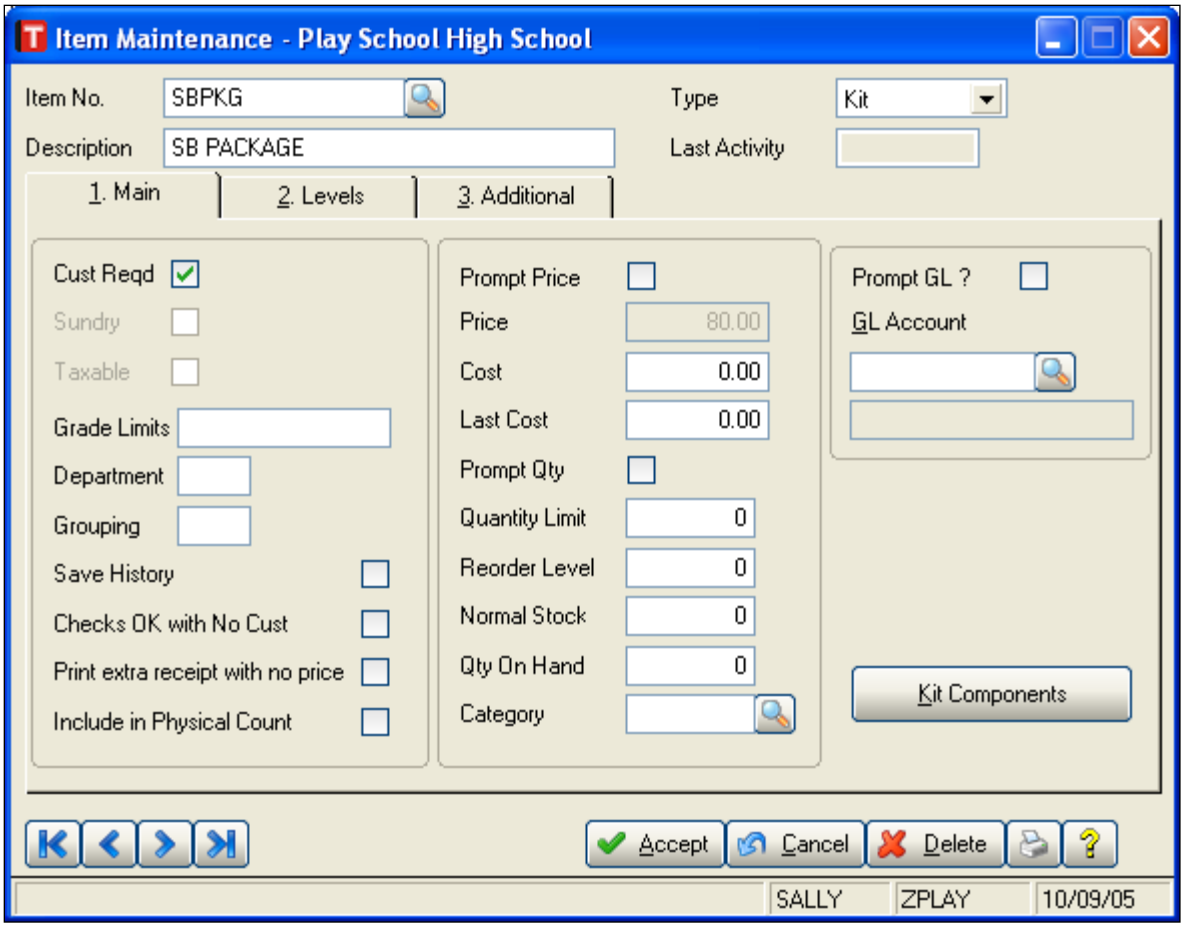
When to add a Kit item (type code – K) ?
After the basic Item information is entered, the Kit Component button will appear in the lower right corner of the Main Tab.

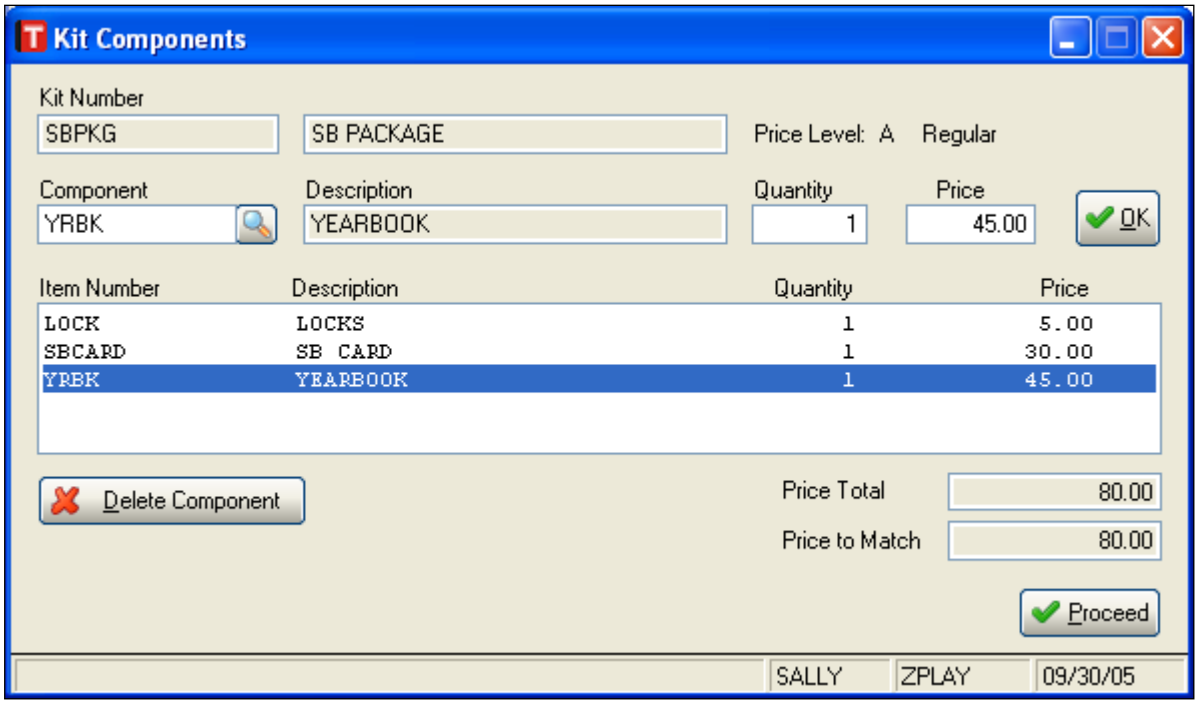
Enter the component Items and quantity of each item to be included in the kit. Tracks will keep track of the total of all the components vs the total price of the kit.



You do not need to enter a G/L account for Kit Items. After you do a Closeout, Tracks will explode the Kits into their component parts and will post amounts to the G/L accounts of the component parts. For example, if your Fall Booster Pack includes a yearbook, a student body card, and a parking permit, Tracks will allocate the correct amounts to the yearbook account, and the other component accounts – automatically. You won't have to figure out the breakdown.

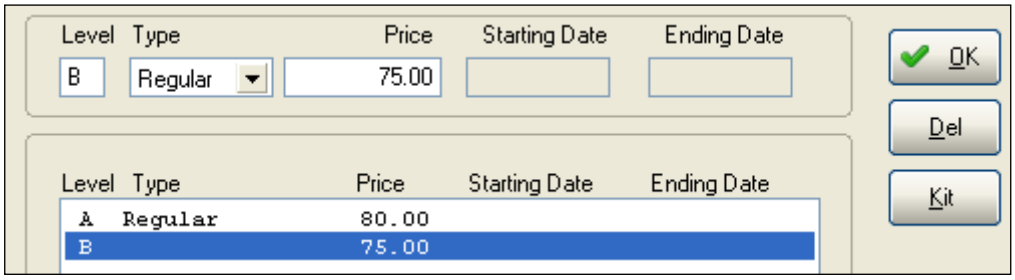
Example: SBPKG
See the screen below. Customer Required is checked because we do care who bought it. The GL Account is not entered because Tracks will post to the GL Accounts of the individual Kit Components.





Kit Components: Enter the components for this Kit as shown above. Note that the price of the item as a kit component can be different from the regular price of the item when purchased separately. The Price Total of the kit components must equal the price of the Kit itself. If you have multiple price levels for this item (like A and B), you will also need to have a Kit Component breakdown for each price level. Notice how the screen above displays "Price Level: A Regular" to the right of the kit description.

To access the components for each price level, go to the Levels tab for the item and click on the Kit button.



SELLING A KIT ITEM: When you sell a Kit item, Tracks will explode the Kit into its components in Customer History. See on the example below how Tracks has listed the SBPKG with a quantity of "1" but has listed the components with their individual prices. You sold one item, but the program exploded the transaction so that all the items in the kit are displayed. All kit components will print on the Sales by Receipt Report.

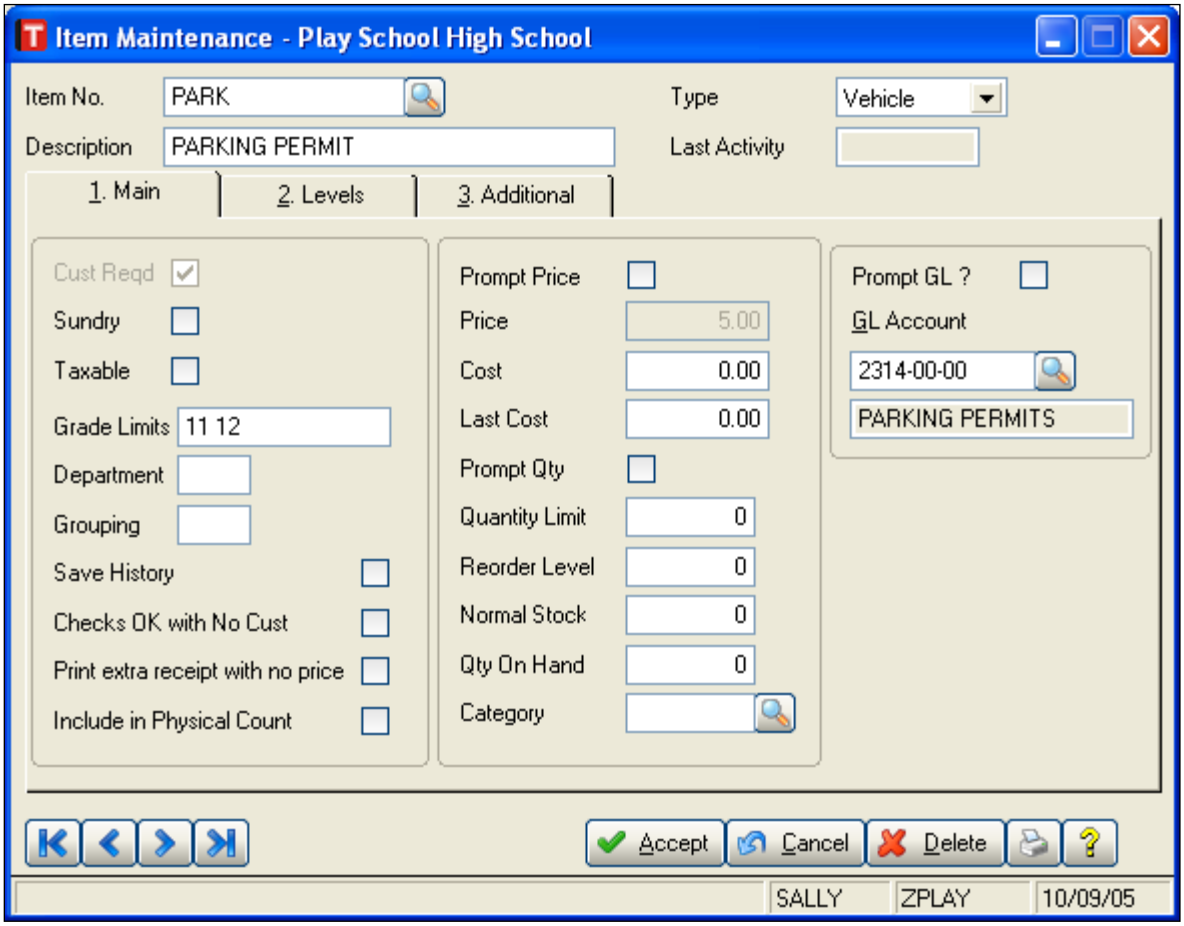
```
Receipt# : 0001120      User : SALLY   09/30/05
SBPKG                   SB PACKAGE                    1       0.00       0.00
LOCK                    LOCKS                         1       5.00       5.00
SBCARD                  SB CARD                       1      30.00      30.00
YRBK                    YEARBOOK                      1      45.00      45.00
                                                                        ------
                                                                        80.00
                                                             Cash       80.00
```

Vehicle Item

When to add a Vehicle item (type code – V)? To utilize the Vehicle Tracking program, you must set up an Item for your parking permit and identify it as a Vehicle type item. Then, when you sell this Item (like PKPERMIT), the system will display the special Vehicle Information entry window on the Work Screen.

Example: PARK

See the screen below. Customer Required is automatically checked for Vehicle type items. The GL Account is entered because the money always goes to the Parking Permits Income account. We have entered years into the Grade Limits field because only juniors and seniors can purchase this item.

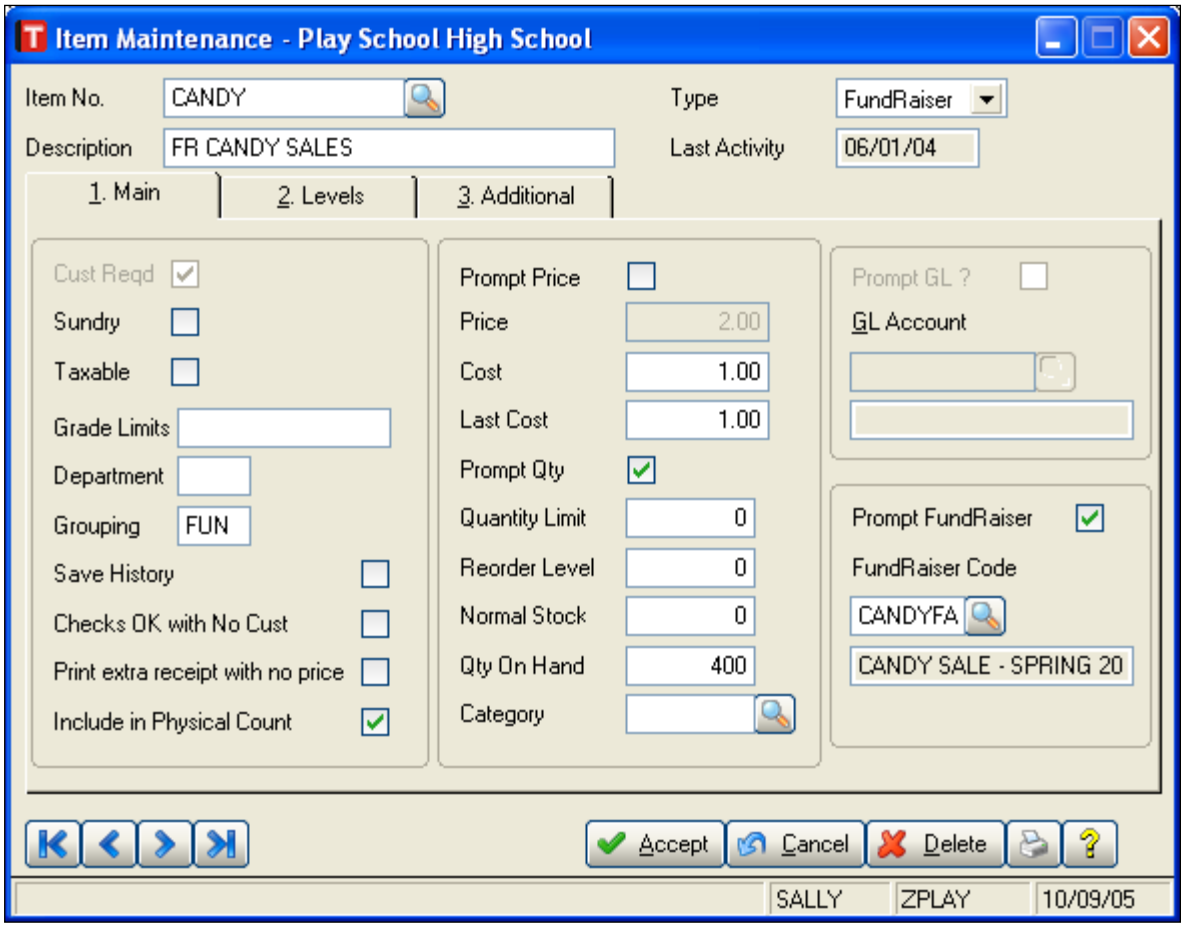


FundRaiser Item

When to add a FundRaiser item (type code – F)? To utilize the FundRaiser program, you must set up Items for the fundraising activities you want to track. Then, when you sell this Item (like CANDY), Tracks will automatically update the FundRaiser files for the appropriate fundraiser. You can tell Tracks to prompt for FundRaiser Code if you sell this item for multiple fundraising activities.

Example: CANDY

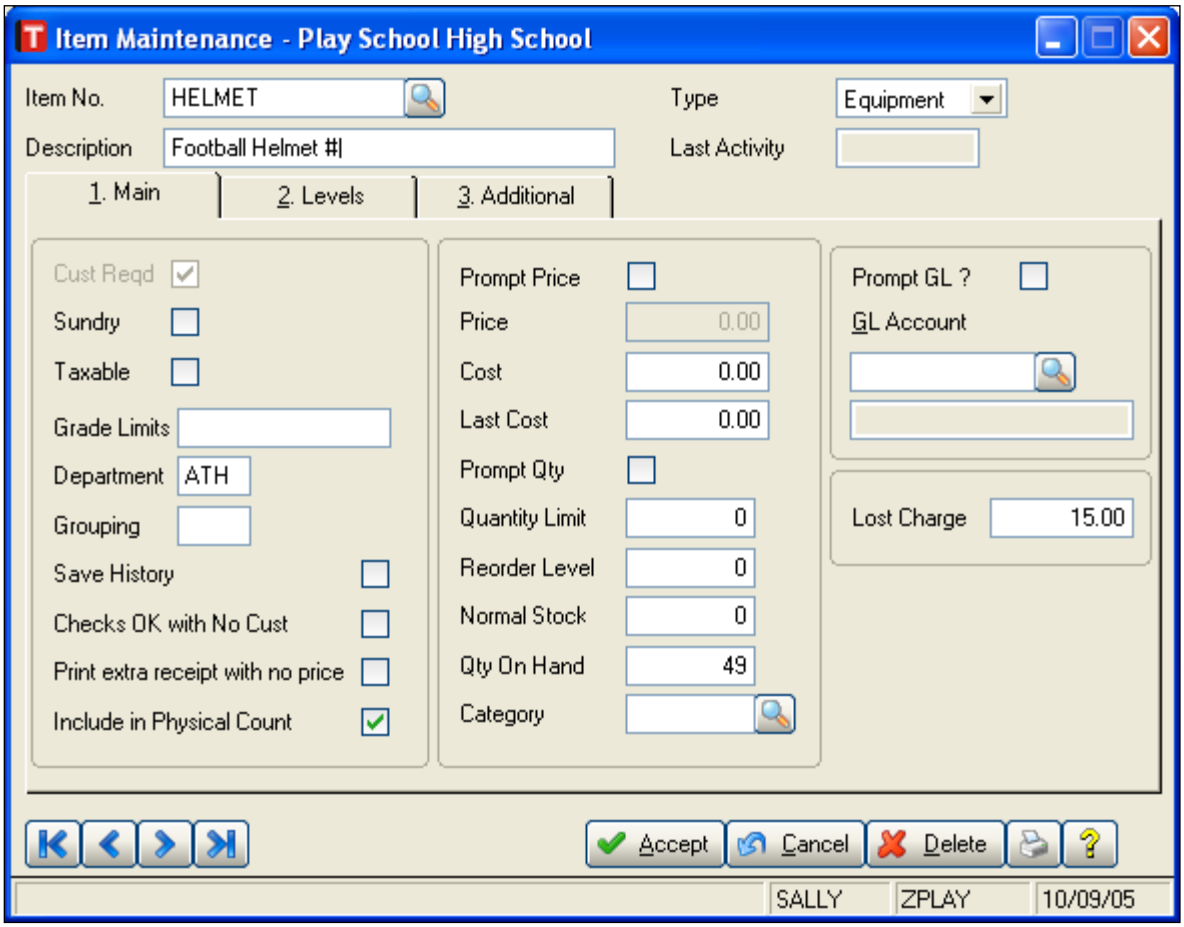
See the screen below. Customer Required is automatically checked for FundRaiser type items. The GL Account is NOT entered because the money always goes to the GL Account on the FundRaiser Code. See FundRaiser Maintenance for more information about setting up fundraising events. We have checked Include in Physical Count because we want to count this item. We've entered a Quantity on Hand because we want to track how many we have left. If this item will be sold for several FundRaisers at the same time, check the "Prompt FundRaiser" box to have Tracks prompt you for the correct FundRaiser Code when the item is sold.



Equipment Item

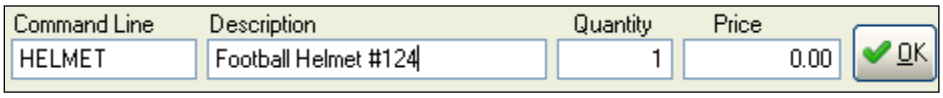
Example: HELMET

See the screen below. We've checked Customer Required because we care who has a football helmet checked out. We haven't entered a GL Account because we're not going to sell this item; we're going to issue it to a student and get it back – there is no dollar amount involved here. We have however, indicated that if a student loses this item, they will need to pay $15.00. We have entered a quantity on hand so we can track how many we have left.

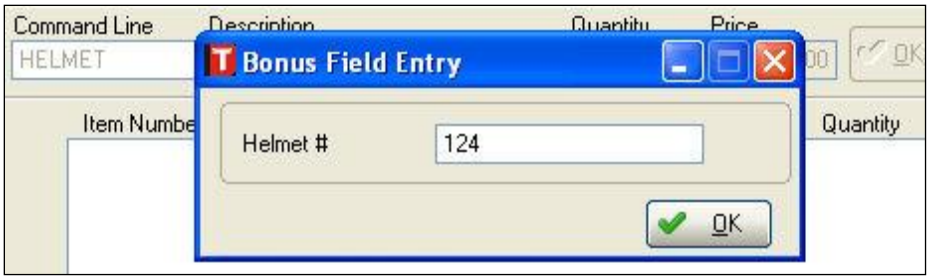


Tracking Numbers on Equipment Items: Let's assume you have all your football helmets numbered and you want to track which student has which helmet. You can enter the number at time of sale in either of two ways:

1. Enter the number in the Item Description field. See the example above with the pipe in the description field. When you sell the item on the Work Screen, or



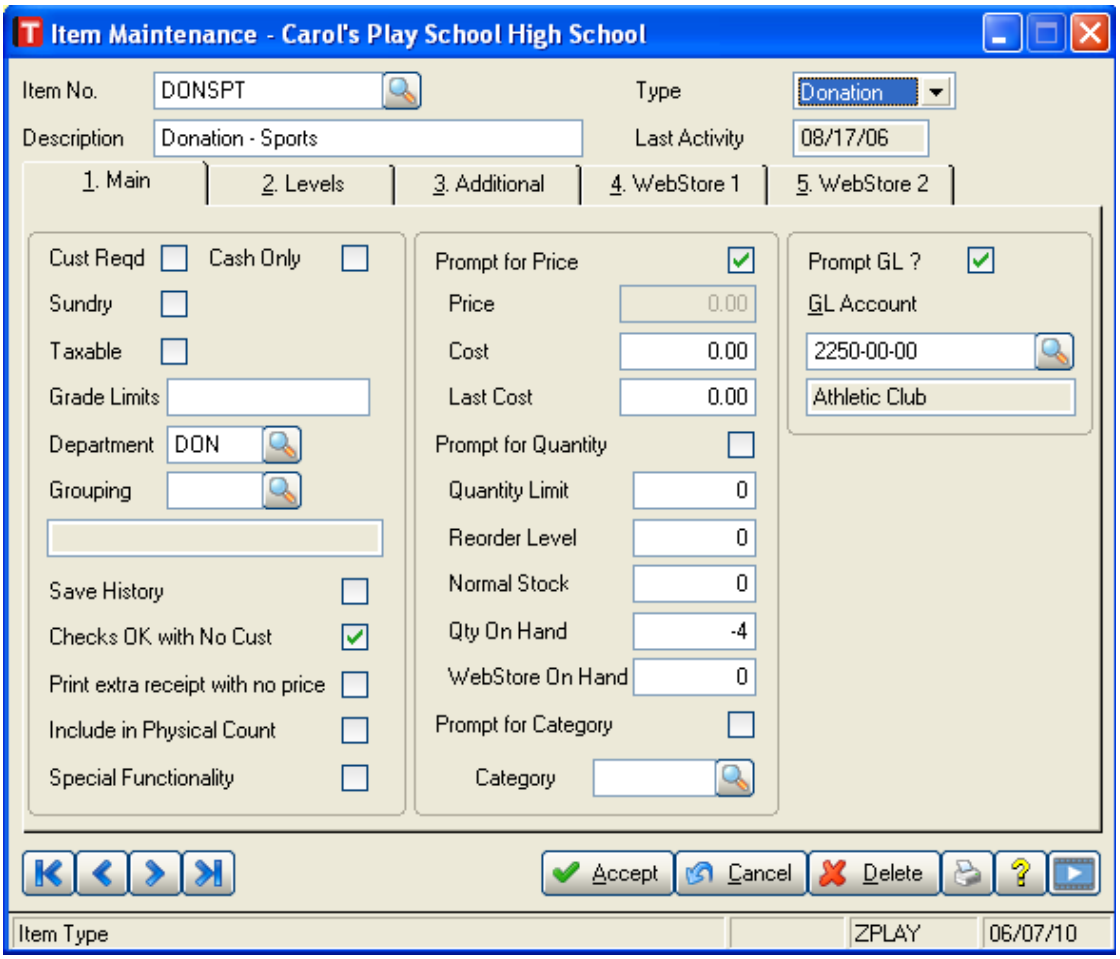
2. Enter the number in the Item Bonus Field. See the Item Maintenance – Additional Tab for more information about setting up a Bonus Field.



Donation Item

Example: DONSPT

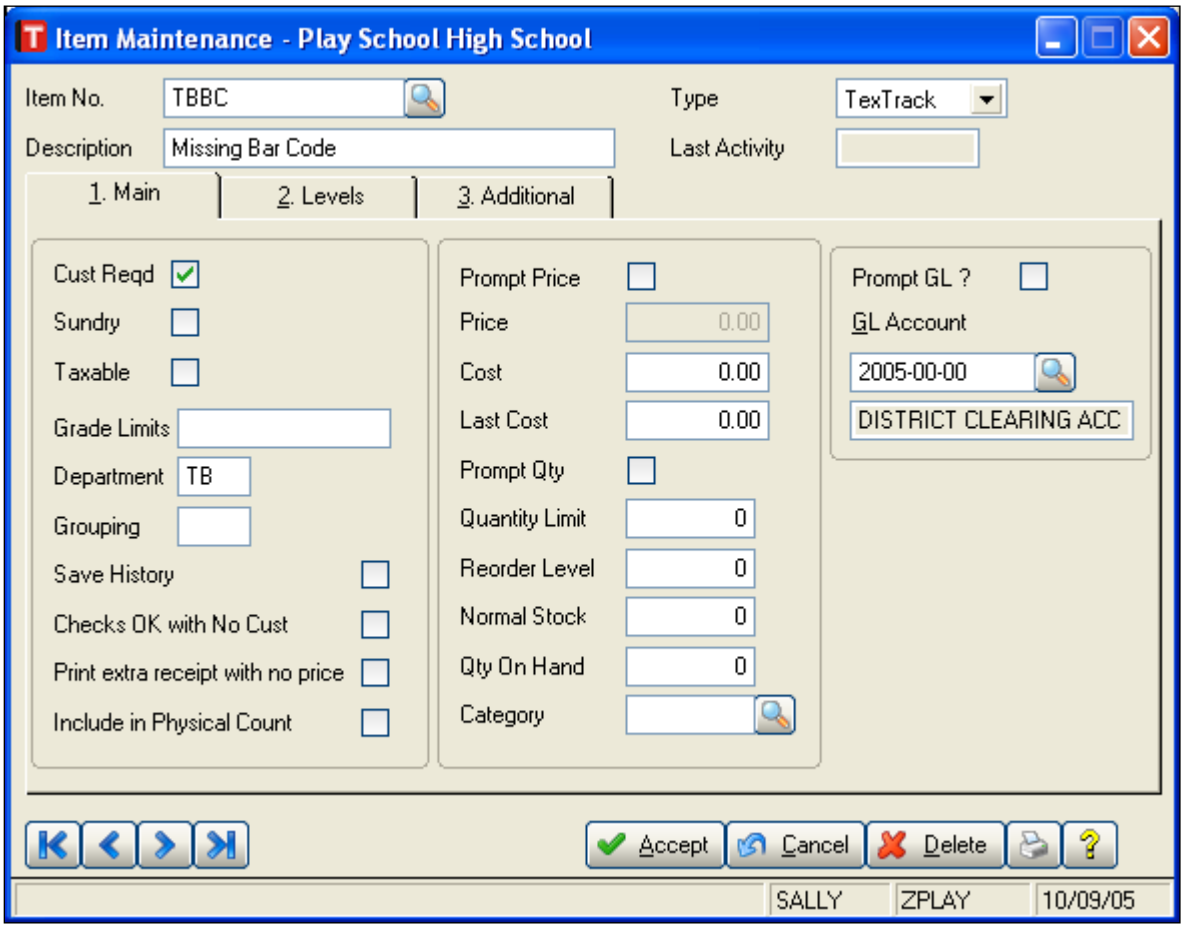
See the screen below. We have not checked Customer Required because most often a donation is not connected to a specific student. With a donation type item, we will be prompted to enter a Donor Code (and information about the donor) when we create the receipt on the Work Screen. We've entered "DON" in the Grouping field so we'll be able to group together donation items on a report. We've checked "Checks OK with No Cust" because we want to be able to accept checks as payments. And we've entered a Category Code so we'll be able to get a financial report on all donations in SchoolBooks. See the chapter Donations/Tax Credits for more information about Donation Processing in general.



TexTrack Item

Example: TBBC

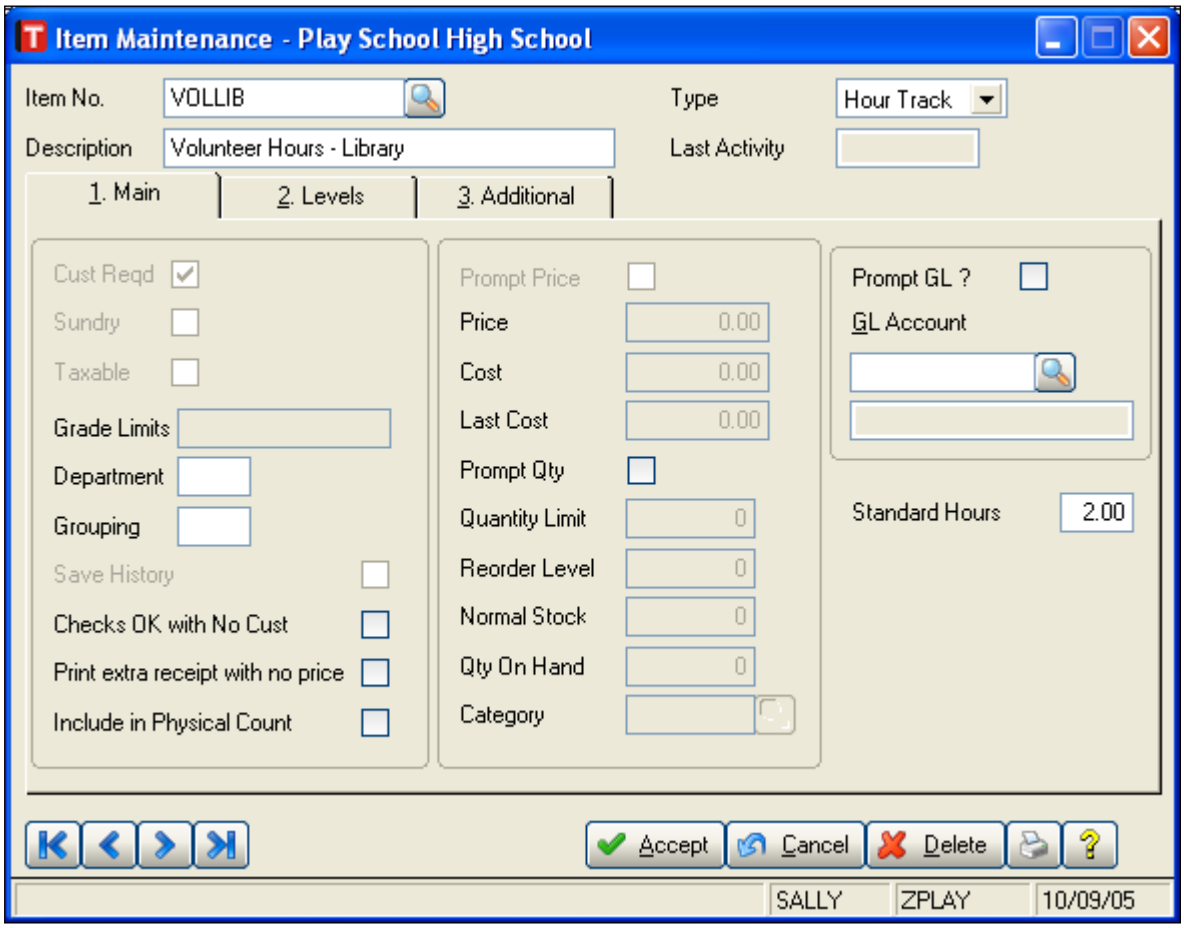
See the screen below. Tracks uses items with this Item Type for automated charges through TexTrack for textbook tracking, but you can use it even if you don't have TexTrack. We have checked "Customer Required" because we always want to know who the charge belongs to. We have entered a GL Account because these charges always go to the same account.



Hour Track Item

Example: VOLLIB

See the screen below. Tracks uses items with this Item Type for tracking hours spent doing something. We have checked "Customer Required" because we always want to know who the charge belongs to. We have not entered a GL Account because will never be an amount associated with this item; it will always be quantity only.



Standard Hours: Enter the standard number of hours for this item. In the example above, we have entered 2 hours, because we require that volunteers work for two hours during each volunteer stint in the library. Tracks will default the Quantity Sold on the Work Screen to this number at the time of sale; you can override this number if you wish.

Item Requirement Maintenance

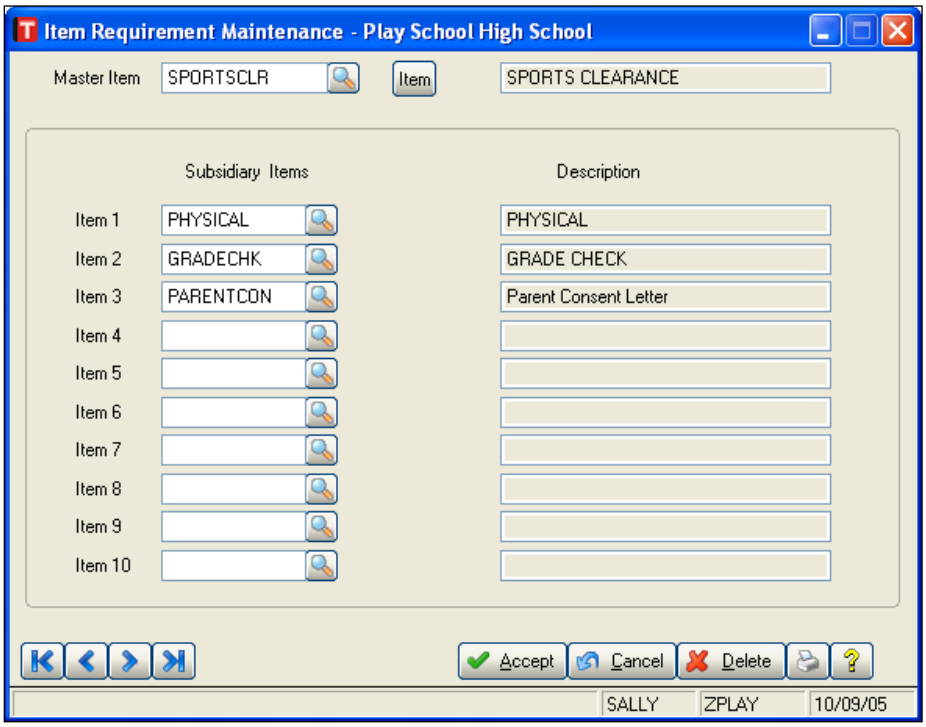
What does it do? The Item Requirement Report allows you to track sports eligibility and other programs where the student is supposed to buy (or bring you) certain items. Assume that a student going out for a sport needs to bring you his physical, grade check, and parent consent letter (PHYSICAL, GRADECHK, PARENTCON). You will set up Items for each of these and sell them to the student when he brings you the appropriate item. Then you can run a Sales Requirement Report, showing either Items Purchased or Items Missing for each Master Item.

Before you can run the Sales Requirement Report, you must first set up your items and establish the relationship between the Master Item and the Subsidiary Items needed to qualify for the Master Item. You can use this feature for tracking things they need for field trips, things they need to qualify for awards or anything else you can think of.

Where is it? Go to the Item Menu and select Item Requirement Maintenance.

Using the Screen

First, set up all the items (Master and Subsidiary) in Item Maintenance. They do not necessarily need to have dollar amounts associated with them. Then, set up Master Items in Item Requirements Maintenance. You can enter up to 10 subsidiary items per Master Item.



Item Lookup Button: When you first enter this screen, you can click on the Item button for a lookup into Item Maintenance to find the item you'll use for your Master Item.

Master Item: Enter the Master Item which will be sold to all appropriate students. For example, you would sell the SPORTSCLR Item to everyone going out for football. This lookup will display all the Master Items you've entered.

Subsidiary Items: Enter up to ten Subsidiary Items for this Master Item. These are the items you want to track for all those people who have been sold the Master Item. For example, everyone going out for sports needs to bring in a physical, grade check, letter from parents, etc. Set up all these items as Items and enter them here as subsidiary Items under SPORTSCLR.

You may scroll through existing Master Item information by using the browse buttons.

Using the Print Button in Item Requirement Maintenance

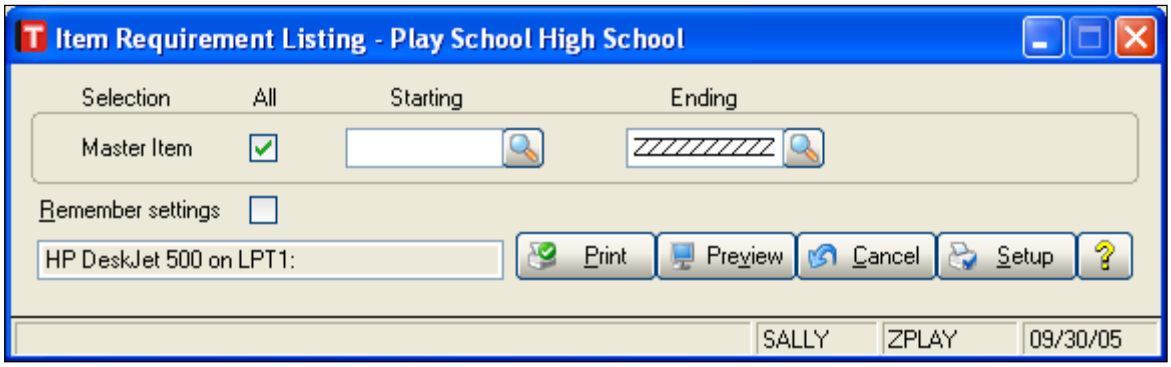
If you click on the Print button at the bottom of the Item Requirement Maintenance screen, Tracks will print the Item Requirement Listing.

Item Requirement Listing

What does it do? The Item Requirement Listing Report allows you to print or preview Item Requirement information. The report displays Master Item number and Component Items for each Master Item.

Where is it? Go to Reports, Item Reports, and select Item Requirement Listing

Using the Screen



Select: To select all Master Items, leave the box checked. To select a range of Master Items, enter the starting and ending values in the appropriate fields.

Remember Settings: Check this box if you want Tracks to remember the current settings for the next time you open this report screen.

Chapter 7 – Making Sales on the Work Screen

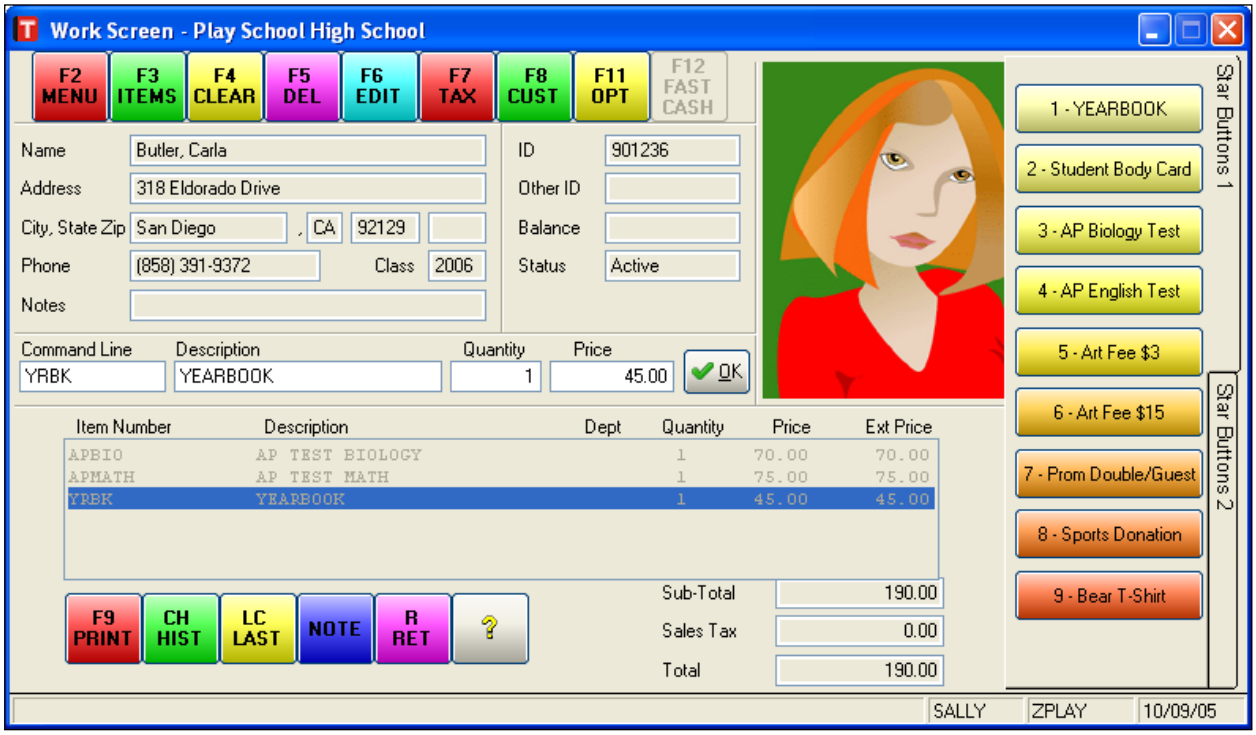
In this section, you will learn how to make sales, process returns and refunds, process charges and payments on account, look up Customer history, and accept various kinds of payment including split tender.

Work Screen

What does it do? For most of the day, your screen will display the Tracks Work Screen. On the Work Screen you will find most of the features needed to conduct your day to day student activity sales business. You make sales on the Work Screen. You also do refunds, enter charges and fees, accept payments for fines, check out equipment, and print receipts. You may select from three Work Screen views on the Work Screen Tab (go to the Management Menu/Customize). Choose Picture and Buttons (shown below), Just Star Buttons, or None (for neither pictures or Star Buttons). See Star Button Maintenance for information on putting the items you want on the Star Buttons.

Where is it? Go to the Daily Menu, and then select Work Screen.

Using the Screen



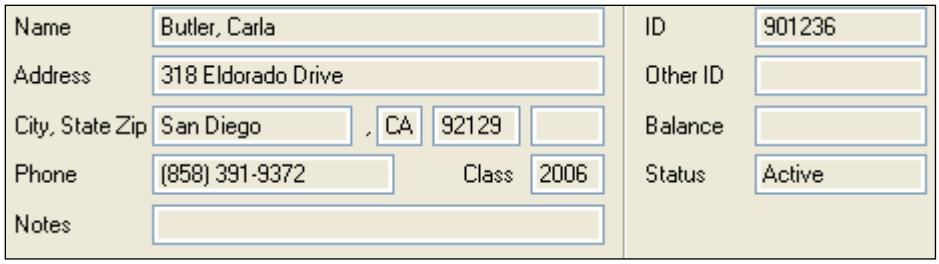
This section describes the parts of the Work Screen and information about how they are used. For specific information about how to make certain kinds of transactions, how to correct mistakes, how to return items, how to enter NSF checks, and more, please see the "How To" chapter.

The Work Screen is divided into several sections:

- Customer Information
- Item/sale information
- Function code buttons with descriptions
- Command line
- Payment information
- Star buttons

Customer information

This section displays the Customer name, address, and phone as well as notes, balance due and status.



Name: Customer name and address. This may be a student, a club, a staff member, or someone to whom you make a miscellaneous sale.

Notes: Information entered in customer's record. This line will flash if the Flash flag in Customize is set to "Y".

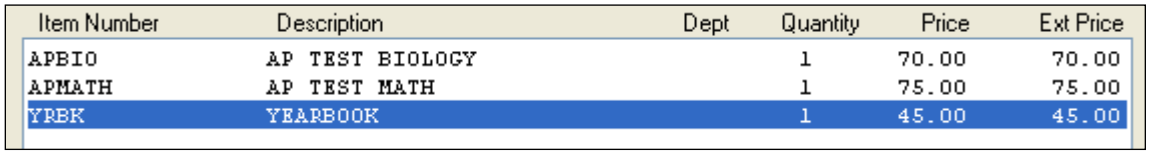
ID: Customer ID number. If this is a Student, this will usually be the student's district ID number. If this is a Club, this will usually be something like "ZZ_FRENCHCLUB."

Other ID: If you use the Other ID field, the number will be displayed here.

Balance: Balance due on Account. This is the balance due for items that have been charged to a customer's account.

Status: Tracks displays the status of this Customer. The Customer is either Active, Locked, or Withdrawn. If you want to sell something to a Customer who is Locked or Withdrawn, you must first change the Status to Active, and then make the sale.

Inventory/Sales information



Item Number: Item Number.

Description: The description of the product or service. This description prints on the receipt. At the time you make the sale, Tracks loads the description of the Item from Item Maintenance. But you can edit the description and what you enter will be saved with the history record for this transaction.

Dept: Department of the Item. If the Item has a Department assigned in Item Maintenance, the Department will be displayed here.

Qty: Quantity sold.

Price: Sales Prices for this Item for this Customer. When you load the Item, Tracks checks the Price Level on the Customer and displays the Price (from Item Maintenance) for that Price Level.

Extended Price: Extended Price is the Quantity sold times the Price.

Function Code Buttons with descriptions

You can access the functions specified on each Function key by either pressing the key on your keyboard or by clicking the button once with your mouse. The Function keys are designed to help you perform regular functions quickly.

F2 - Menu: Return to Main Menu.

F3 – Item Lookup: Search through item records and select items to be sold. If you want to close this lookup screen, after you've selected an Item, check "Close Item Screen after Each Line" on the Work Screen Tab in School Settings.

F4 - Clear All: Clears all information on the Work Screen and cancels a transaction BEFORE a receipt is printed. A transaction may be cleared using <F4> before a receipt is printed. After a receipt has been printed, you must do a return/refund to correct any errors.

F5 - Delete line entry: Deletes a sales line on the Work Screen. Highlight the line to be deleted either by clicking on the line or by using your arrow keys to select it. Press or click <F5> and Tracks will delete the line.

F6 - Edit entry: Edits the description, quantity, or price of any item on the Work Screen. Highlight the line to be edited either by clicking on the line or by using your arrow keys to select it. Tracks will display the selected line on the Command line and allow you to edit it. If the Item description has been set up with the "|" (pipe) character, only that part of the description which follows the "|" (pipe symbol) will be edited. You might use this feature to enter the specific number on the student body card or prom date's name. When you press <F6>, the cursor moves to the item which is LOWEST on the screen. If you want to edit the description of several line items, start with the lowest one first.

F7 - Tax: Change total tax amount. If the system is displaying the wrong sales tax, you can correct the sales tax amount by entering the correct amount here.

F8 – Customer Lookup: Find a Customer record. Tracks displays a list of Customers. You may search by Last Name, Customer Number or Other ID. Press <F8> the first time to look up a Customer; press <F8> when the Customer is on the screen to edit the Customer record.

F12 - Fast Cash Sale: Press <F12> to complete a transaction (instead of <F9>). This button is only active if there is no Customer record on the Work Screen. You may not do Fast Cash Sale transactions when selling to a particular Customer. The system assumes the transaction is paid in cash and will not prompt for payment type.

F9 – Print: Press <F9> to complete the transaction. Tracks will prompt you to enter payment type information and then print a receipt (if receipt printing is selected).

CH - Customer History: Click this button or type "CH" to display the sales history screen for the selected Customer. You can also access Customer History from the <F11> Options Menu. You can also access the same Customer History from Customer Maintenance. Once the Customer History screen is open, you can print Customer History, send a Form Letter, or Reprint an Old Receipt.

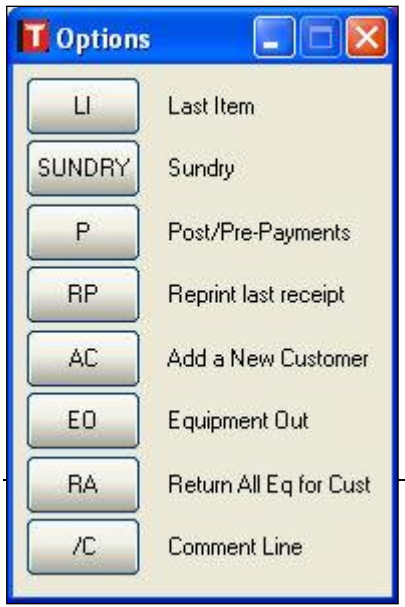
LC – Last Customer: Click this button or type "LC" to bring up the last Customer you had on the Work Screen. This option is not active when you already have an existing Customer on the Work Screen. You can also access Last Customer from the <F11> Options Menu.

Note: Click this button or type "NOTE" to access the big notes screen for the selected Customer. Tracks will display the Notes screen. You may enter new notes, edit existing notes, or delete text from the Notes screen. If a Customer has a NOTE entry, Tracks displays the word "NOTE" on the Work Screen.

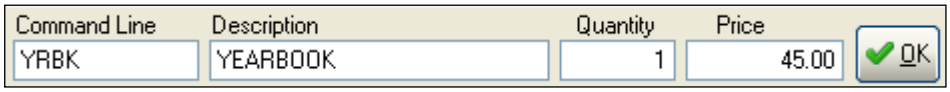
R – Return: Click this button or type "R" to return the highlighted item on the Work Screen. Tracks will change the quantity to a negative number, thus creating a refund or backing out a prior transaction. You can also access Return from the <F11> Options Menu. Important: when doing a return, it is important to change the quantity to a negative number, NOT the unit price.

? – Help: Click this button to access the Help menu for the Work Screen.

Command line



The Command line located in the center of the Work Screen is where you enter customer and item information for a sales transaction. When you scan a bar code for either a customer or an item, the number appears briefly on this line and then the data is loaded onto the Work Screen.



F11 Other Options - Other Options Menu

To access the Other Options Menu, press or click the <F11> key. To make a selection, click on the appropriate function or use the Hot Key function or simply type in the code. For example, you may either type "LC" for "Last Customer" in the Command Line or you can click on the "LC" button on the screen below.

Last Item: Use this option to sell the last item sold again. For example, if you have a scheduled time where students can only purchase yearbooks, after you sell one , you can

scan the next Customer's card, then type “LI” and Tracks will sell the same yearbook item to this new Customer. *Type [LI] Enter.*

SUNDRY: Use this option to print your receipt for all the Sundry items you have sold today. Tracks will print a receipt summarizing all the little sundry items you sold today. For more information about Sundry items, see Item Maintenance, Sundry Items. You must print a sundry receipt before performing a Closeout. *Type [SUNDRY] Enter.*

Post/Pre-Payments: Use this option to access the Charges on Account window. You can also use this feature to determine the exact items that constitute balance due amount when customer says “No way, I don’t owe any money!”. You can also use this option when accepting a payment on account. *Type [P] Enter.*

Reprint Last Receipt: Use this option to print another copy of the last receipt printed. Tracks automatically prints the word “Copy” on this and subsequent copies of this receipt – just so everyone knows it is NOT the original receipt. *Type [RP] Enter.*

Add a New Customer: Use this option to add a new Customer to Tracks. You can use this option to add a new Customer even if no permanent student number has been assigned. You can move the Customer History for this temporary Customer to the permanent Customer number when it is assigned. For more information about temporary Customer numbers, see Customer Maintenance and check the index under “Temporary Customers.” Type [AC] Enter.

Equipment Out: Use this option to view all outstanding Equipment items issued to this Customer. Tracks will only display items that have not been returned yet. *Type [EO] Enter.*

Return All Equipment for Cust: Use this option to automatically return all outstanding Equipment type items that have been issued to this Customer. Tracks will create “Return” lines for all outstanding Equipment. *Type [RA] Enter.*

Comment Line: Use this option to enter a comment line that will be printed on the receipt. *Type [/C] Enter.*

How to Make a Sale

This section describes an overview of how to make a sale in Tracks. See About the Work Screen for more information about making sales and using the Work Screen.

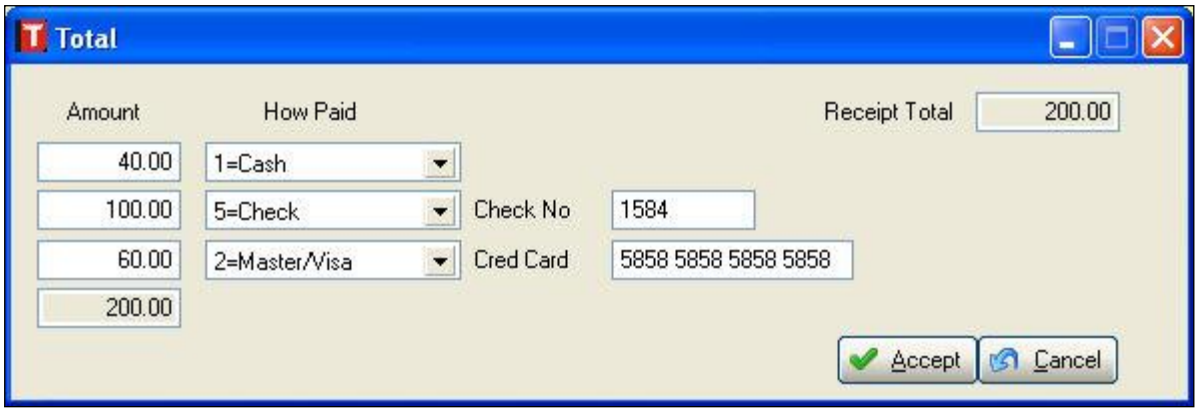
1. **If applicable, find a customer record.** Do this by scanning the customer bar code, or press <F8> to select the customer from the Customer Lookup window. If you have a customer on the screen when you sell an item, Tracks saves the Customer Number as part of the transaction and you can print reports later to tell you who bought what. But you can also make sales without a customer on the screen. In this case, you would be able to see how many widgets you sold, but not who bought them.
2. **Enter items the customer wants to purchase.** You can scan the bar code of the item or type the Item number or press <F3> to select the item from the Item Lookup window.
3. **Enter the quantity.** Most users have Tracks set to default to a quantity of one. If you have set your options to “Prompt for Item Quantity” (in Customize, Work Screen), Tracks will prompt you to enter the quantity sold.
4. **When all items have been entered, press <F9> to end the transaction.** Tracks will display the Payments window so you can tell the system how the customer will pay for the purchase.
5. **Tracks displays the total amount due in the Amount field. If the payment is all one type (like “all cash” or “all check”), press Enter.** To enter split tender (for example, part cash and part check), enter the amount paid in cash, then "1" for the first payment method. Then enter the amount paid by check, then "5" for the second payment method, then the check number and the name on the check.
6. **Select the payment method.** You can either type the number of the payment method or click on the drop down button to view your choices. Tracks accepts several different types of payment which are explained in the next section. You may split tender up to three ways on one receipt.
7. **Accept.** Tracks positions the cursor on the "Accept" button when the total amount of the receipt has been allocated.
   - **Accept** - Accepts everything as OK, saves the transaction detail in the history file, and prints the receipt.
   - **Cancel** - Returns you to the Work Screen and allows you to edit items or change the Customer, or start all over again.
8. **To correct an error in payment method or split tender, click on the item you want to change and enter the changes in amount or payment type.** To return to the Work Screen, click Cancel. When the transaction information is correct, press Accept. Depending on how your system is configured, Tracks will print a receipt and open the cash drawer.

Note: *If the customer record is locked, you cannot sell anything to this customer. Customers with a Status of Locked or Withdrawn are considered locked and you can’t make sales to them until you change their status. To unlock a record, go to Customer Maintenance and change the Status to Active. If a customer has a check in the “No Checks” field, “Check” cannot be selected as the method of payment. Tracks will protect you from accepting a check from this customer.*

For information about On Account Sales used for entering student debts and fines, see Charge to Account Sales.

Tendering Payment

You can take several types of payment in Tracks. After you have pressed <F9> to complete a sale, the program displays the Payments window, showing the total due. You can enter the amount paid and the payment method using the codes in the "How Paid" drop down field.



How Paid - Payment Methods

You can choose one payment method for each transaction or accept split tender for this transaction, separating the payment between several methods of payment. You may split the payment between up to three types of payment. For example, on the above transaction of $80.00, we have split tender as follows: $20.00 cash, $50.00 check, and $10.00 credit card. You may either type the number of the payment method or select from the drop down window.

1. **Cash:** Choose "1" for Cash. Cash is cash. No other entries expected.
2. **MasterCard/Visa:** Choose "2" for MasterCard/Visa. You will be prompted to enter the credit card number. For security purposes, Tracks only stores the first 4 digits and the last 4 digits of the credit card number. In the example above, we've entered "456787877" so the program will store and print the credit card number as "4567…8777."
3. **American Express:** Choose "3" for American Express. You will be prompted to enter the credit card number. For security purposes, Tracks only stores the first 4 digits and the last 4 digits of the credit card number.
4. **Discover:** Choose "4" for Discover. You will be prompted to enter the credit card number. For security purposes, Tracks only stores the first 4 digits and the last 4 digits of the credit card number.
5. **Check:** Choose "5" for check. You will be prompted to enter the check number, and name on the check, although these are optional fields. If you do not want to be prompted to enter the check number and name on the check, change the "Enable Check Number/Name field" setting on the Work Screen Tab in School Settings.
6. **Charge to Account:** Choose "6" to charge this sale on account. You will use this payment method to record fines owed by your students. You will also use Charge to Account to record Accounts Receivable type items. For more information, see Charge to Account Sales.
7. **Multiple Checks:** Choose "7" to enter multiple checks for this transaction. You may choose to enter check numbers as the names on the checks. You might choose this option when accepting many checks from an advisor or several checks on one transaction.

Edit/Void Transaction

Cancel the whole receipt transaction: Use this when you're just about to complete the sale to Sally, but her best friend just broke up with Kevin and she's got to go comfort her RIGHT NOW and she'll just have to come back later because what are friends for? Sales transactions may always be voided or canceled before you "Accept" the transaction on the Payments screen and actually print the receipt. That means even after you've entered sale and payment information, but have not yet pressed "Accept," you may select "Cancel" on the Payments screen. You will be returned to the Work Screen, where you can select <F4> to clear the screen and cancel the whole transaction.

Cancel a line on a receipt: Use this when Sally was going to buy the green sweatshirt, but now she's not quite sure. Yes, she is sure, she doesn't want it; she only wants to pay for her Art Fee right now. Press the <F5> (Delete) button or click <F5> to delete the currently highlighted line on the Work Screen.

Edit a line on a receipt: Use this when you want to edit the description of an item, like a debt. You are entering a lost book fee for Karen and you want to edit the description so it shows the title of the book and the problem, as in "Treasure Island #234– missing cover." Press the <F6> (Edit) button or click <F6> to move the cursor to the currently highlighted line on the Work Screen. You can edit or change the description to your heart's content.

Void a receipt: You can't do it. You cannot void or cancel a sale that has already been completed. Why? When you buy a pair of jeans at a department store on Monday and then decide to return them on Tuesday, the clerk doesn't go find your transaction from yesterday and just tear it up, does she? No, she creates a new transaction with a credit or negative balance – and she either refunds your money or tells you they'll credit your account. And that's what you're going to do in Tracks. If you could just delete the past, that would not be consistent with maintaining a solid audit trail for every transaction.

- How do you fix something? To back out or reverse a prior sale that has already been recorded, you must create a new transaction, "return" the items sold previously, and sell the new items. Essentially, you just enter the identical transaction in reverse. This preserves the integrity of the audit trail and shows the “in” and the “out” as two discrete transactions. You can even put comments on the “return” transaction explaining what happened.
- Want to know more specifics? See the “How To Correct It When You…” section and the “How To Guide” in Tracks Help.

Change Sales Tax Amount

Use this option if you want to adjust the amount of sales tax on this receipt. Sales tax is displayed in the bottom right of the Work Screen. If you are backing into a tax amount and need to adjust it by a few cents because of rounding, use this option to get it exact.

1. **Press <F7>.** The cursor will be positioned on the Sales Tax amount.
2. **Enter the correct sales tax amount** and press Enter.

Edit Customer Record

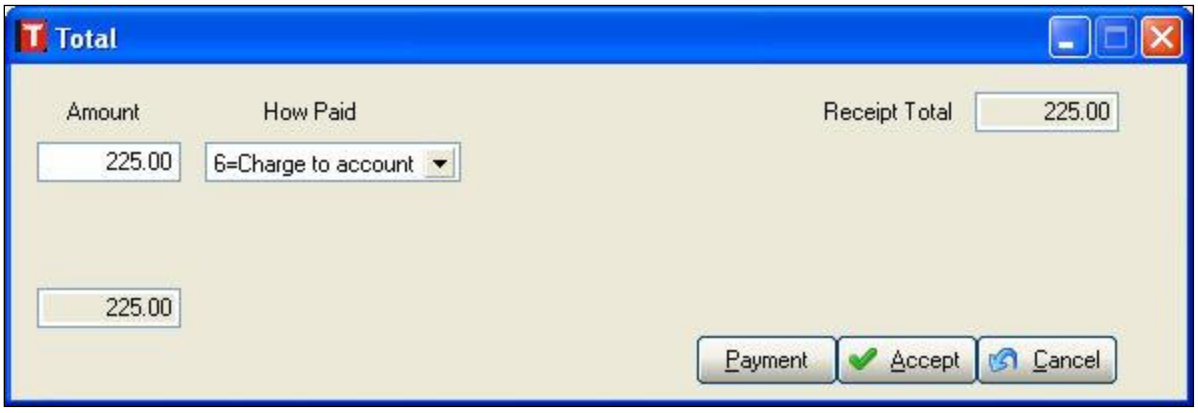
Press <F8> after the Customer record has been displayed on the Work Screen. You can then make changes to the Customer record. You may also edit the Customer record through Customer Maintenance on the Customer Menu. For more information see Customer Maintenance.

Why would you want to edit the Customer record? You might want to add a note that will flash on the Work Screen to remind you (and others who make sales) about something pertaining to this Customer. You might want to change the Customer Status from Locked to Active.

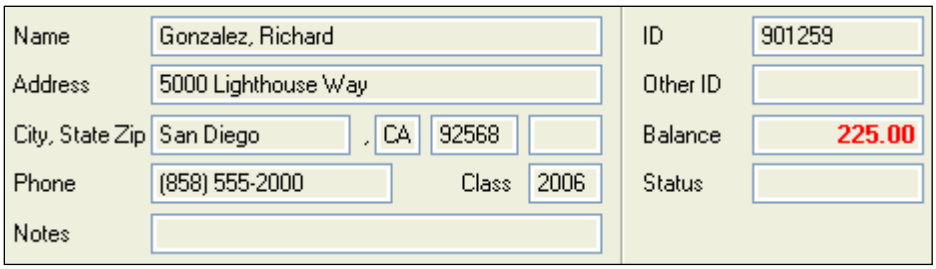
Charge to Account Sales

The Charge to Account function allows you to charge items to students (book fines, lost equipment fees) and allows your students and customers to charge all or part of a receipt balance to a their account. You can set up a payment plan for Seniors so they can make payments during the year for Grad Night, Senior Pictures, etc. Tracks will provide account statements, balance due reports, and follow up letters.

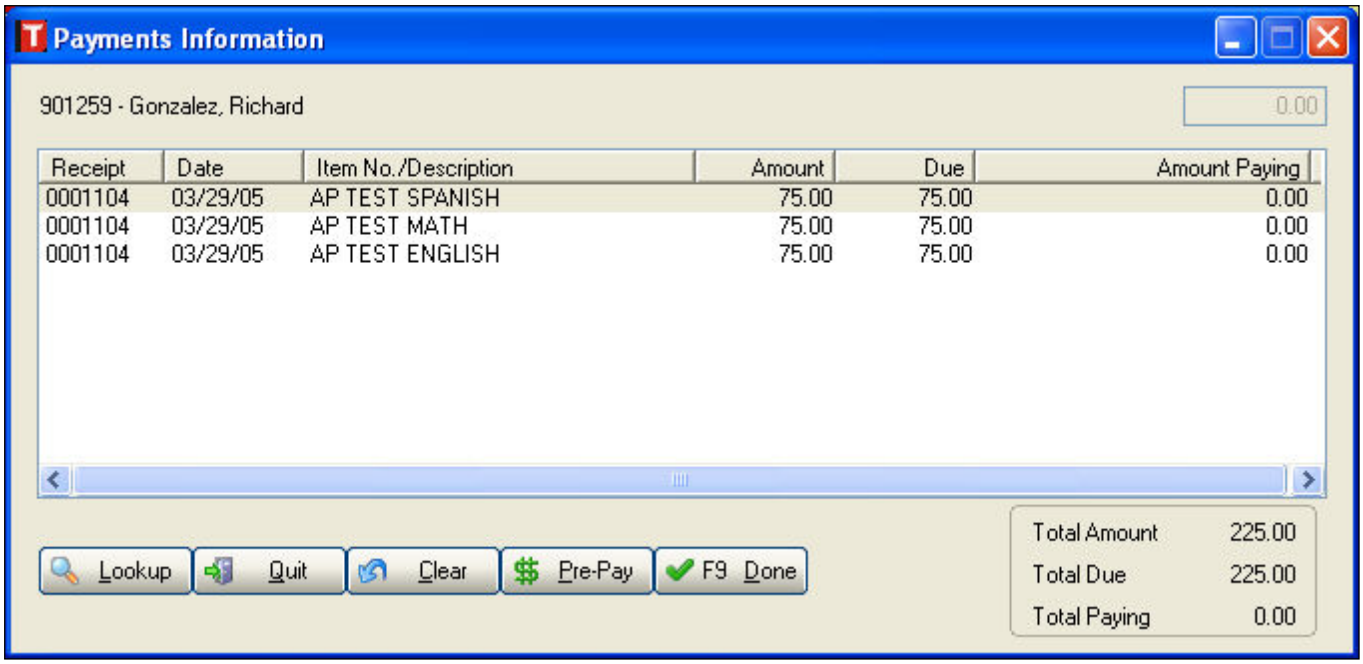
To charge the entire amount of the receipt on Account, press Enter to accept the total of the receipt in the amount tendered field and then select How Paid Option #6 - Charge to Account as the method of payment. Then either click on Accept or hit Enter to Accept.



The next time you bring that customer to the screen, Tracks will display the total Balance Due on the right side of the Work Screen.



To view detailed transactions that make up that balance due, type [P] for Payment at the Command line. Tracks will display the Charge to Account window shown below. You can then enter payments or merely explain to the customer exactly why it is that money is due!



Lookup: This allows you to lookup any receipt to see everything that was sold.

Quit: Closes the screen without saving any changes.

Clear: Clears all payment information you have entered to start over.

Pre-Pay: If the student comes to you and wants to pre-pay for things they have not been sold yet, you simply bring the customer up on the work screen, type P for payment (which opens the above screen), then click on the Pre-Pay button and enter the amount they are giving you. After that, if you look at the customer on the Work Screen, it will show that they have a positive balance for future purchases.

Done: Click this to go to the Payment Type window and finish the transaction.

What if a student wants to pay some of the balance right away? To charge only part of the receipt on Account and accept payment on the rest, choose #6 Charge to Account on the Total Screen, but choose the Payment button instead of Accept. This tells Tracks you want to charge the item, but the Customer will make a partial payment now. Tracks will then display the Charge to Account window. Click on the item to be paid or press Enter. Tracks will prompt you to apply the amount of payment to specific items sold and then press <F9>, after which you indicate the type of payment. In this instance, Tracks will actually produce two receipts: One showing the original sale charged to Account, and a second showing the payments applied to specific items.

Payments on account

Payments may be applied to individual receipts or to an account balance. You can accept a payment on account, that is, not apply the payment received to a particular item. In this instance, Tracks will show this item as a credit. TRACKS IS A CASH-BASED SYSTEM. No money is posted to a GL Account until you apply payment to a specific item. You will eventually want to apply this credit to a specific item.

1. Find the customer record.
2. Type “P” or select Post Payment from the Other Options Menu. The Charge to Account window will appear.
3. To apply the payment to a specific receipt, highlight the appropriate receipt number and press Enter.
4. Type the amount of the payment for each item.
5. Press <F9> to complete the transaction.
6. Enter type of payment then press Enter.
7. Click or press Accept to complete the transaction and print a receipt.

See "How to take a payment on account" and "How to apply a credit against a balance due" for more information about using Charge to Account Sales.

Returns and Exchanges

Tracks handles three types of returns:

- Return for cash refund.
- Return for credit.
- Return for check refund – when you'll write a check to the customer at a later date.

Return An Item For A Cash Refund

This option assumes that you're going to give the Customer a refund out of your cash drawer, right now! Unless the Customer just bought the item today, most schools will NOT refund money out of the cash drawer. Most schools want to issue a check for the refund/returned item. So, you will probably use this option infrequently.

1. If applicable, select a Customer.
2. Enter the item to be returned (scan the bar code label, type the item number or press <F3> to lookup the items). The item number and description will appear.
3. Type [R] Enter or select Return from the Other Options Menu. Tracks will change the quantity field to a negative number. If the quantity was "1", the changed quantity will be "-1". The amount of the receipt down in the right corner of the screen will show a negative number.
4. When all items have been entered, press <F9> to end the transaction. The Payment information window will appear.
5. Click Accept on the Payments window to complete the transaction and print a receipt.
6. Tracks will print a receipt and open your cash drawer so you can give the Customer their money back.

Remember: *When you are returning an item on the Work Screen* ***ALWAYS*** *make the* ***QUANTITY NEGATIVE, NOT*** *the* ***UNIT PRICE***.

Return An Item For A Credit On Account

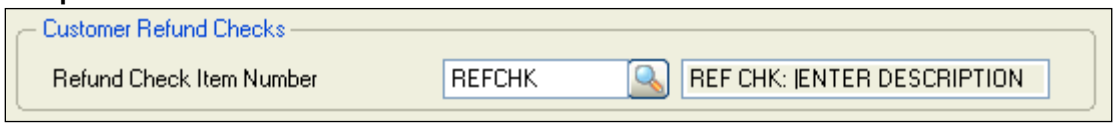
This option assumes that you're going to give the Customer a credit on his account rather than actually hand him money out of the drawer or write him a refund check.

1. Select a Customer.
2. Enter the item to be returned (scan the bar code label, type the item number or press F3 to lookup the items). The item number and description will appear.
3. Type [R] Enter or select Return from the Other Options Menu. Tracks will change the quantity field to a negative number. If the quantity was "1", the changed quantity will be "-1". The amount of the receipt down in the right corner of the screen will show a negative number.
4. When all items have been entered, press <F9> to end the transaction. The Payment information window will appear.
5. Choose Option #6 (Credit to Account) in the Payments window.
6. Tracks will print a receipt and record the transaction, but no money changes hands.

Return An Item and Issue a Refund Check

This option assumes that you're going to process the return now and eventually write a refund check to the Customer for the amount they originally spent. If you use SchoolBooks, you can have Tracks automatically credit an invoice over in SchoolBooks for the amount of the refund check.

Setup



Enter your Refund Check Item Number on the Integration Tab in School Settings. Tracks will now know to create the SchoolBooks invoice when the program sees this Item Number.

On the Work Screen

In the example below, we want to return a yearbook and eventually write a refund check to the Customer.

1. First, choose the Customer.
2. Then enter the item to be returned (in this case YRBK). The item number and description will be displayed.
3. Type [R] Enter or select Return from the Other Options Menu. Tracks will change the quantity field to a negative number. If the quantity was “1”, the changed quantity will be “-1”. The amount of the receipt down in the right corner of the screen will show a negative number.
4. Now type REFCHK on the Work Screen. Tracks assumes you want to write a refund check for the item on the line above. Tracks automatically makes the description the same as the item above it on the screen, displays a quantity of negative 1 (or whatever the quantity is), and enters the amount. *Your REFCHK Item should be tied to a special Liability GL Account called "Student Refunds" or "Refunds Due to Students."*
5. The amount of the receipt is zero. You have a negative YRBK line and a positive REFCHK line. They zero each other out. There is no effect on the cash drawer.
6. Tracks will print a receipt and record the transaction, but no money changes hands.

For more information about returns and exchanges see the "How To Guide" in Chapter 11.

Parking Permits & Vehicle Tracking

Vehicle Tracking

What does it do? You can track parking permits and vehicles at your school using the Vehicle Tracking feature (found on the Customer menu) of Tracks. You can track both student and faculty/staff vehicles and can maintain multiple vehicles per person. You can use vehicle tracking whether you charge a fee for parking permits or not.

1. To use Vehicle Tracking, you must set up an Item for Parking Permit (or whatever you sell related to vehicles) in Item Maintenance. You can call this item PARK or PARKING or whatever you want. Make sure your Parking Permit Item is type "V" for Vehicles.
2. When you sell this Vehicle Type Item on the Work Screen, Tracks will display a special window for you to enter the information about this vehicle.

Where is it? Access this window only by selling your Vehicle Type Item on the Work Screen.

Using the Screen

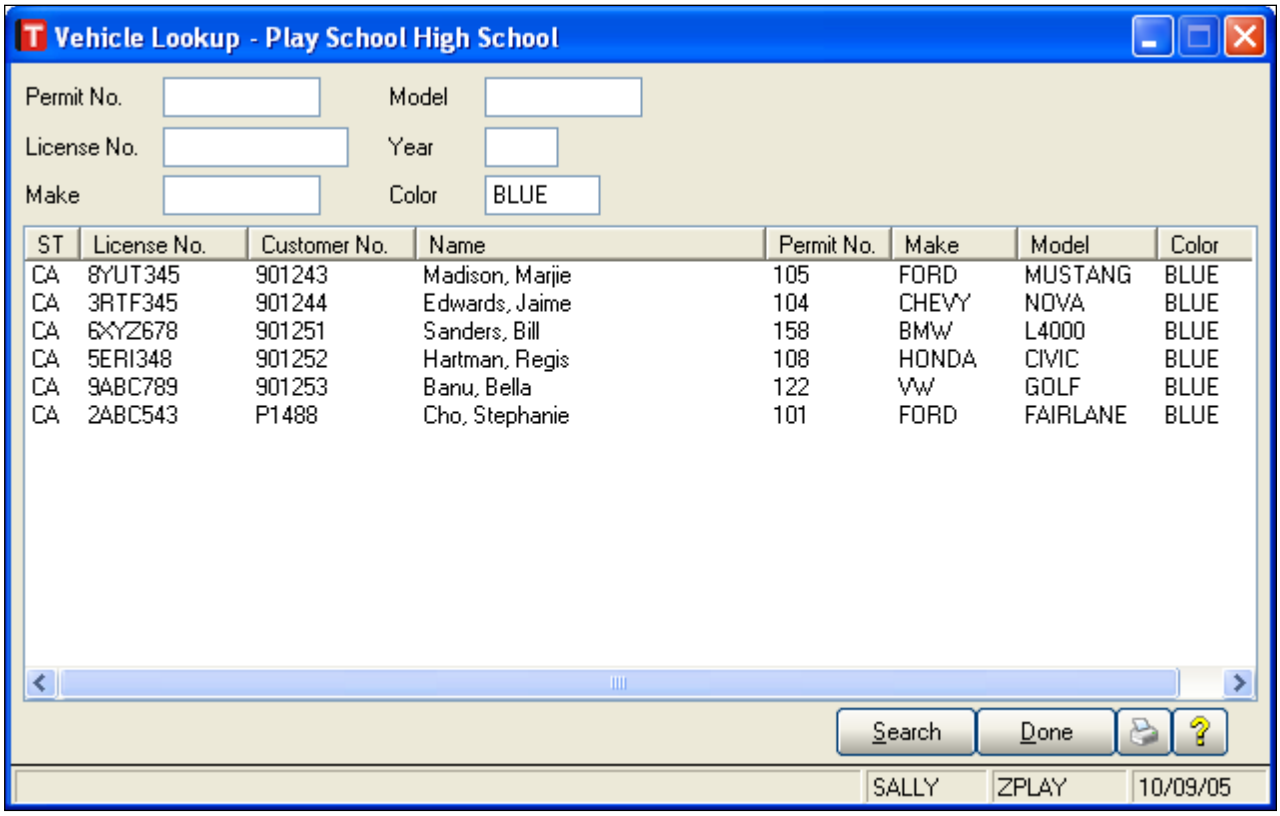
If you don't want to enter all the pertinent information at the time you make the sale (or don't have time because you need to keep the line moving), just enter the Permit # and then click OK. Tracks will save the vehicle record in the Vehicle Maintenance file and you can finish filling in the information later.

Vehicle Lookup

What does it do? To lookup a specific vehicle, enter any part of the information you know about the vehicle. The system will search for all records that match your selection criteria. You can display this information on the screen, print to a report or to a file. If you see a blue car speeding out of the parking lot, but cannot see the license plate number, you can simply enter "blue" and Tracks will show you a list of all blue cars on file.

Where is it? Go to the Customer Menu and select Vehicle Lookup.

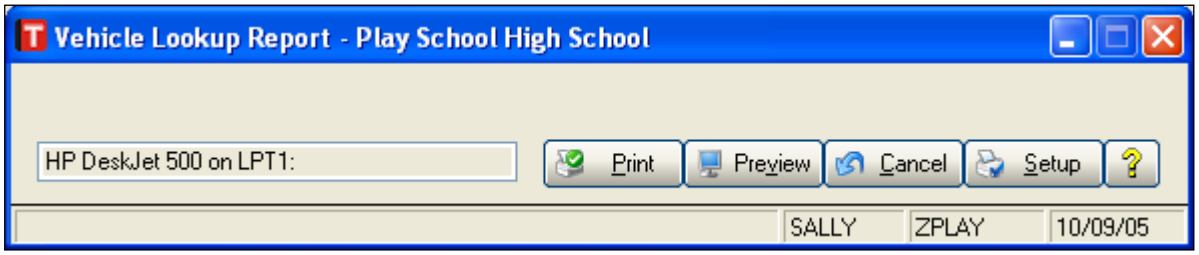
Using the Screen


Vehicle Lookup - Play School High School
Permit No.
Model
License No.
Year
Make
Color
BLUE
ST License No. Customer No. Name Permit No. Make Model Color
CA 8YUT345 901243 Madison, Marjie 105 FORD MUSTANG BLUE
CA 3RTF345 901244 Edwards, Jaime 104 CHEVY NOVA BLUE
CA 6XYZ678 901251 Sanders, Bill 158 BMW L4000 BLUE
CA 5ERI348 901252 Hartman, Regis 108 HONDA CIVIC BLUE
CA 9ABC789 901253 Banu, Bella 122 VW GOLF BLUE
CA 2ABC543 P1488 Cho, Stephanie 101 FORD FAIRLANE BLUE
Search
Done
SALLY
ZPLAY
10/09/05

Enter any information you have: In the example above, we've entered "Blue" to search for all the blue vehicles on file. Tracks displays all the blue cars.

Using the Print Button in vehicle lookup

If you click on the Print button at the bottom of the Vehicle Lookup screen, Tracks will print the Vehicle Lookup Report which lists all the records found in your search. Records will be sorted by License Number.

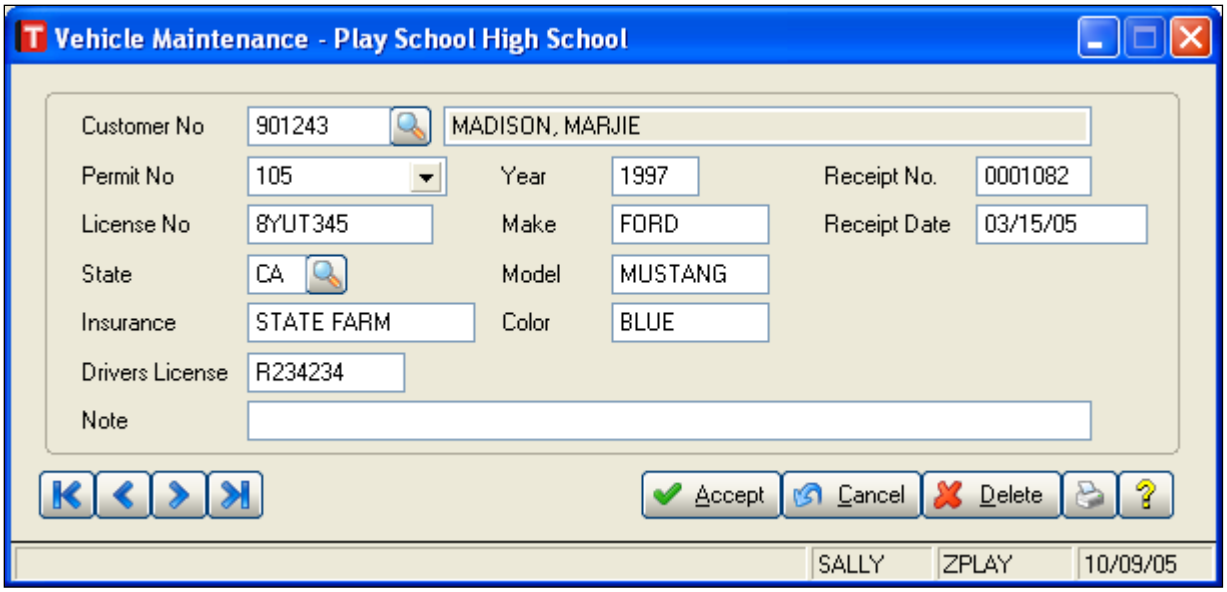


Vehicle Maintenance

What does it do? Vehicle Maintenance is where Tracks stores all the information about Vehicles and Parking Permits. You can edit records that were added from the Work Screen, or you can delete records here.

Where is it? Select Vehicle Maintenance from the Customer Menu.

Using the Screen



Customer Number: Enter Customer number. Only Customers with vehicle records on file will be displayed in the lookup window.

Permit Number: Enter the Parking Permit or Sticker number for this transaction.

License Number: Enter the license plate number and the state.

State: Enter the state of the license.

Insurance: Enter the insurance carrier, if applicable.

Drivers License: Enter the student's Driver License Number.

Year: Enter the year of the vehicle.

Make: Enter the make of the vehicle, like Ford, Chevy, or Toyota.

Model: Enter the model of the vehicle, like Taurus or Lumina.

Color: Enter the color of the vehicle.

Receipt Number: Enter the receipt number for this transaction.

Receipt Date: Enter the Date for the Receipt.

Note: Enter a note for this record (optional).

Note: *If you are selling Parking Permits during the year, you will probably want to enter the above information at the time of sale. When selling Parking Permits during Fall Registration, however, you will not want to take the time to enter all this information as it would slow down the line considerably. You can just press Alt-O (for OK) after you have entered the Permit number and Tracks will close the window. You can come into this screen later and fill in all the details.*

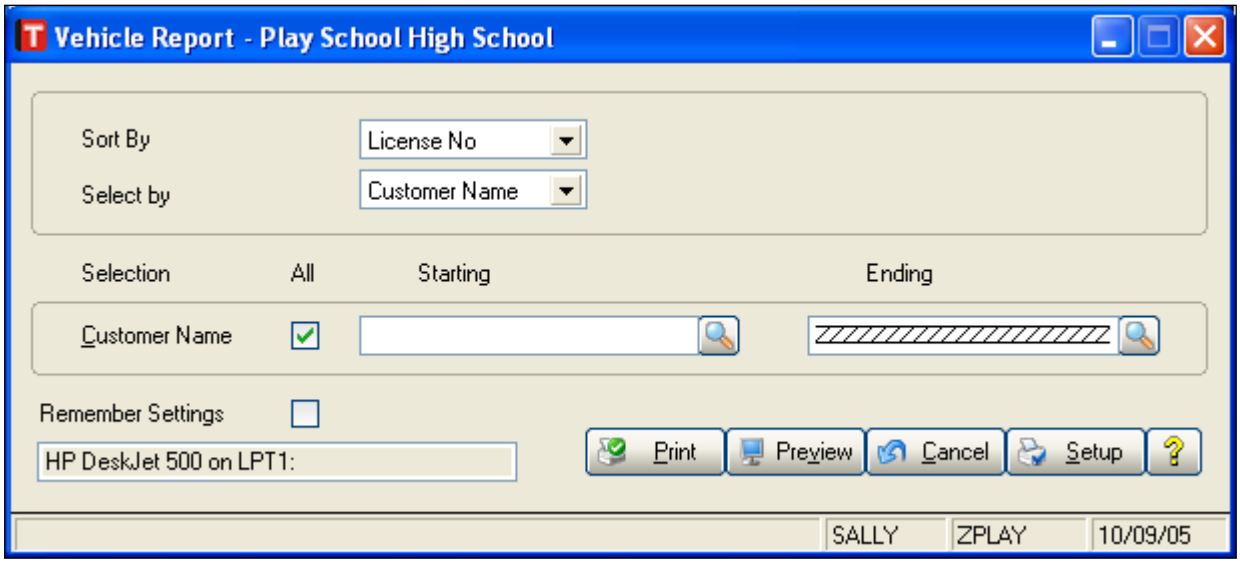
Warning: *Tracks will allow you to delete Vehicle records from this screen. Deleting a record here, however, will not delete the sales transaction created for the original receipt. If you delete a Vehicle record by mistake, you will need to re-enter it here. Do NOT sell the Customer another Parking Permit through the Work Screen because then Tracks would think you'd sold him TWO permits instead of just one.*

Vehicle Report

What does it do? The Vehicle Report prints out a list of Vehicles showing license number, student name, sticker/permit number, year, make, model, and color.

Where is it? Go to Reports, Customer Reports, and select Vehicle Report.

Using the Screen



Sort By: You can sort this report by Customer number, License number, Permit number, or Customer Name.

Select By: You can choose to have the Customer number or the Customer Name show on the report.

Selection: To select all Customers, leave the check box checked. To select a range of Customers, enter the starting and ending values in the appropriate fields.

Remember Settings: Check this box to have Tracks remember your settings for the next time you run print the Vehicle Report.

Chapter 8 – End of Day Closeout

This chapter covers Daily Sales Inquiry and how to do a Closeout at the end of the day.

Daily Sales Inquiry

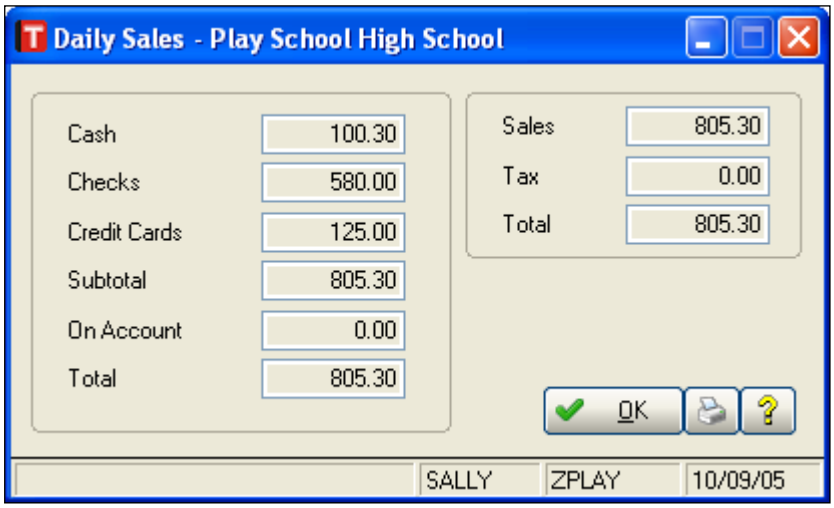
What does it do? Use this screen to see a running total of your sales for the day and the payments you have collected. The purpose of this screen is to give you the ability to do a reality check on your sales for the day without having to do a Closeout.

Where is it? Go to the Daily Menu and select Daily Sales Inquiry.

Using the Screen

Tracks will first ask you if you want to limit the display to view sales for this workstation only. Click "Yes" to view only sales made on this workstation. Click "No" to see data for all sales from all workstations.

Tracks displays the total payments received, sales made on account and a breakdown of sales and sales tax.



Closeout

What does it do? The Closeout function in Tracks adds up all your transactions for the day (or any period) and prints a Closeout Report as a permanent record of what you sold and how much money was collected. Tracks has a Closeout Wizard that walks you through the process. You can set up options for how your system handles a Closeout in School Settings on the Closeout Tabs. We recommend you do a Closeout at least once a day during regular days. During Fall Registration and at other times when sales are very heavy and you are collecting large amounts of money, we recommend that you do several Closeouts during the day. Why? Because it's easier to balance smaller amounts of money to your reports and easier to spot mistakes in smaller batches.

The Closeout process adds up all the sales you've made and the money you have collected since the last time you did a Closeout. Tracks prints reports showing the total sales and payments for this Closeout. Every time you do a Closeout, Tracks assigns a unique Closeout number to the Closeout. Later on, you can access sales data by Closeout number or Closeout date. Sales history for each Customer is available before and after you perform the Closeout process. You can access Customer History detail transactions by typing "CH" on the Work Screen or by selecting the History tab on the Customer Maintenance screen.

Multi-User Options: If you have a multi-user system, you can decide to have each workstation close out separately or do one big closeout at the end of the day.

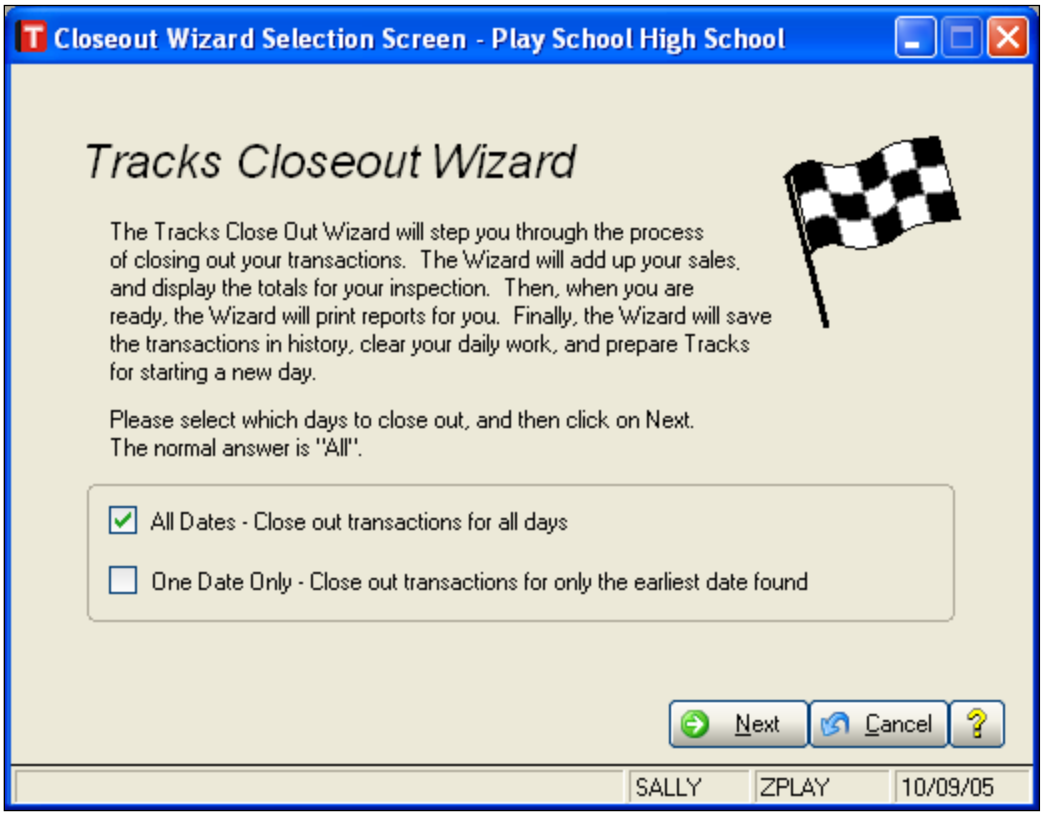
How often should you do a Closeout? Most Tracks users will want to do a Closeout every day and then prepare a bank deposit for all the money collected for that day. This makes it easy to tie the daily sales records directly to a specific bank deposit ticket.

During Fall Registration, when large sums of money are collected in very short periods of time, you may want to do several Closeouts in one day. This makes it easier to count the money and tie a specific amount of cash and checks to a particular Closeout. Because you need to move fast, just do the Closeout without actually counting the money. Put all the money for each Closeout in a big manila envelope with the reports for that Closeout and stick the whole thing in a safe place. Then go back to selling. Later, when the dust has cleared and you have a moment to think, you can count the money in each envelope, tying out to the Closeout reports in each envelope. ***We recommend that you make a separate bank deposit for each Closeout.*** The bank doesn't mind and it makes it much easier to deal with somewhat smaller amounts of money.

Where is it? You can access the Closeout by going to the Daily Menu and then selecting Closeout.

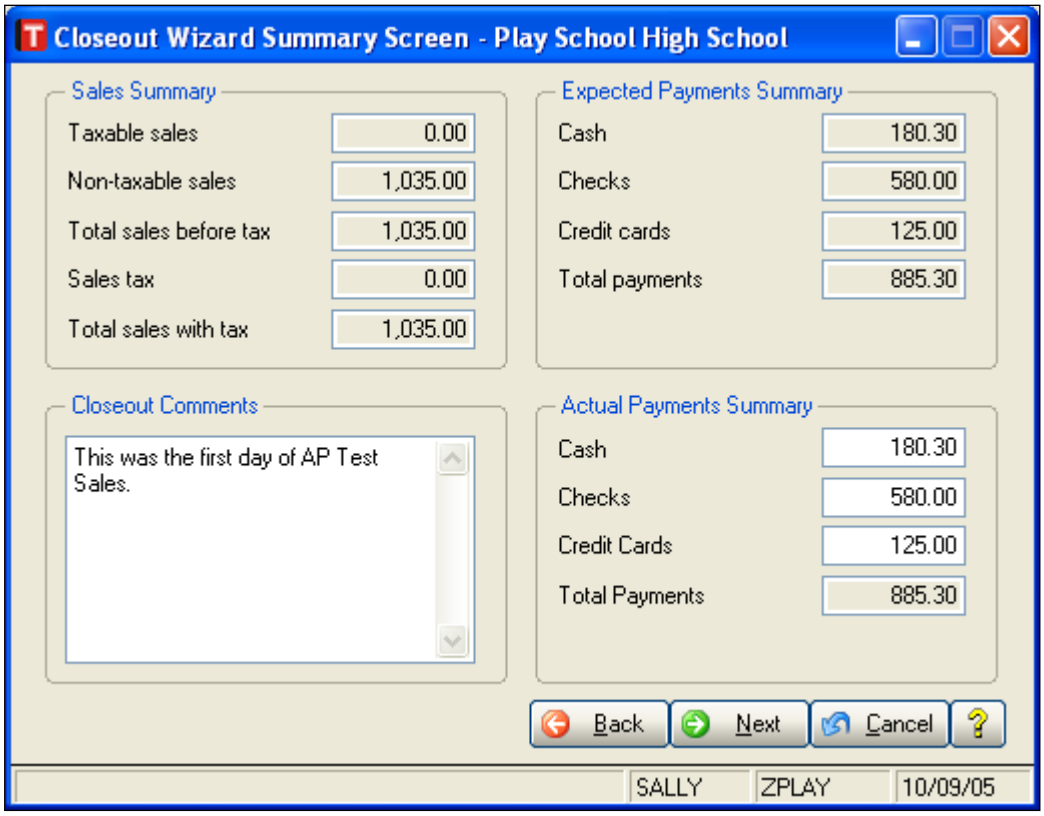
Using the Screen

The Closeout Wizard walks you through the Closeout process.


Closeout Wizard Selection Screen - Play School High School
Tracks Closeout Wizard
The Tracks Close Out Wizard will step you through the process of closing out your transactions. The Wizard will add up your sales, and display the totals for your inspection. Then, when you are ready, the Wizard will print reports for you. Finally, the Wizard will save the transactions in history, clear your daily work, and prepare Tracks for starting a new day.
Please select which days to close out, and then click on Next.
The normal answer is "All".
All Dates - Close out transactions for all days
One Date Only - Close out transactions for only the earliest date found
Next
Cancel
SALLY
ZPLAY
10/09/05

The first screen asks you whether you want to closeout for All Dates or One Date Only. Because you will usually closeout every day, you will usually just leave it checked for All Dates. When would you choose One Date Only? Suppose you made sales on Monday, but went home sick and didn't do a Closeout. Then a helper made sales on Tuesday because you were still out. Then you come back to work on Wednesday and make sales during the day. You will probably want to do a Closeout for Monday all by itself, and then one for Tuesday, and then one for today, Wednesday. This gives you the ability to keep the days separate, so counting the money is easier.

Click Next to move to the next screen, or Cancel to exit from the Closeout.



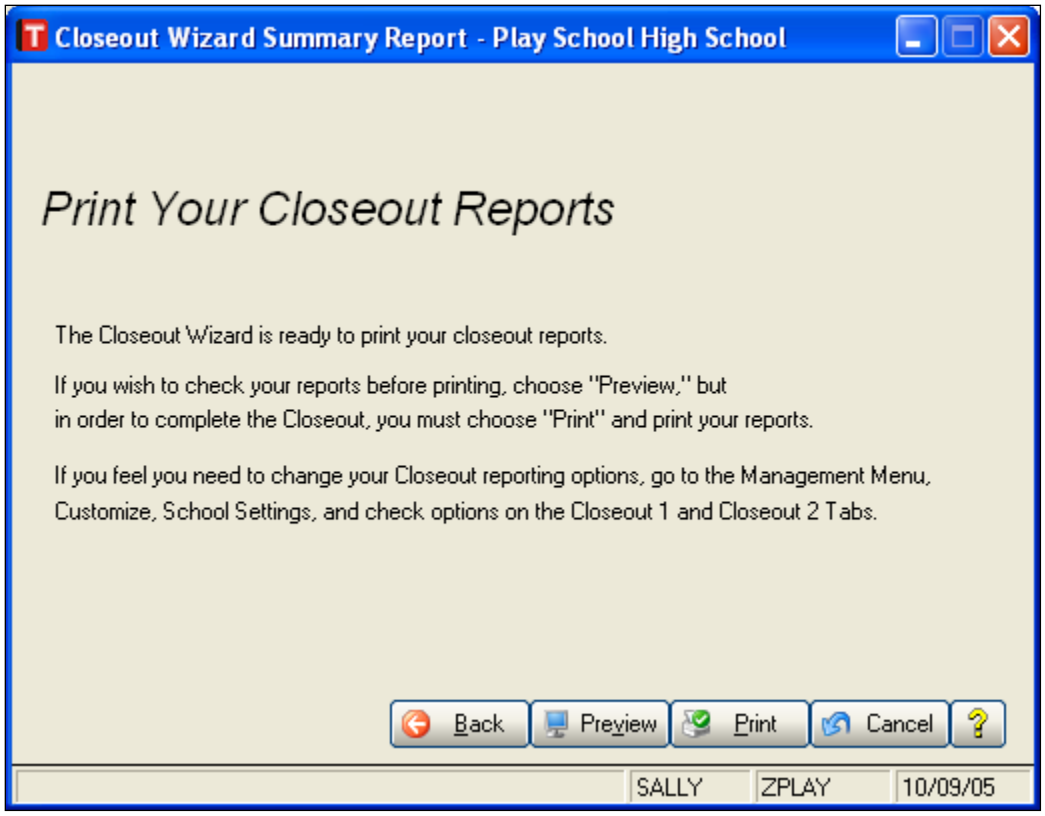
Next, the Closeout Wizard displays the Summary Screen. You can see what Tracks thinks happened for this day.

On the left is the Sales Summary, showing a breakdown of taxable and non-taxable sales with sales tax.

On the right, the Expected Payments Summary shows you what Tracks thinks you should have in Cash, Checks, and Credit Cards. Note that these fields are display only.

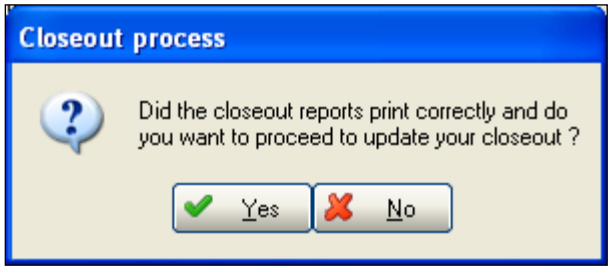
Below that is the Actual Payments Summary where you can enter the actual totals from your cash count of the contents of your drawer. If you have opted to do a Blind Cash Count, the numbers from that count will be displayed here.

The Closeout Comments section allows you to enter text that will be printed on the Closeout Summary Report. Click Next to move to the next screen, or Cancel to exit from the Closeout.


Closeout Wizard Summary Report - Play School High School
Print Your Closeout Reports
The Closeout Wizard is ready to print your closeout reports.
If you wish to check your reports before printing, choose "Preview," but
in order to complete the Closeout, you must choose "Print" and print your reports.
If you feel you need to change your Closeout reporting options, go to the Management Menu,
Customize, School Settings, and check options on the Closeout 1 and Closeout 2 Tabs.
Back
Preview
Print
Cancel
SALLY
ZPLAY
10/09/05

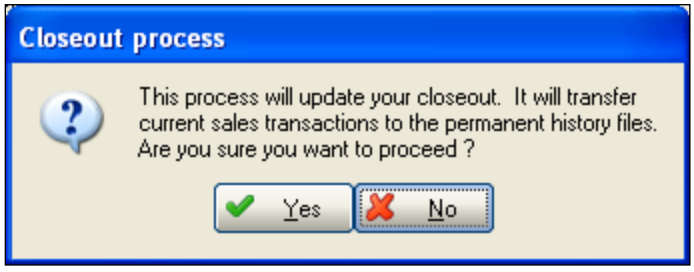
Next you are given an option to Print or Preview your Closeout Reports. You can Preview, but will still be required to Print before the Closeout can be completed. Tracks requires you to have a hard-copy printout as part of your audit trail.

Click Print to have Tracks print your reports or Back to make corrections. Click Cancel to exit from the Closeout.



Once the Closeout Reports have been printed, Tracks will display the window above.

Tracks now asks you if your reports printed correctly. When your reports have printed, look them over to make sure everything is correct. Is the total amount of money received correct? Have you forgotten to enter anything? If everything looks good, click "Yes" to proceed. Note that the default here is "No" meaning Tracks will NOT proceed with the update if you mistakenly hit the Enter key. You have to tell the program to go ahead.


Closeout process
This process will update your closeout. It will transfer
current sales transactions to the permanent history files.
Are you sure you want to proceed ?
Yes
No

You are given a last opportunity to verify that Tracks is about to update your permanent history files. Click "No" to stop the Closeout process. You can always do it later if you have a problem. Click "Yes" to proceed.

What happens when you update your Closeout?

- Each detail line of every receipt is marked with a Closeout Date (today).
- If you have "Automatic Export to Accounting" turned on, Tracks will create an export file to be used by your accounting program.
- If you are integrated with SchoolBooks, the Closeout process can also create adjustments for NSF checks and invoices for student refunds.

What happens if you are not in balance?

Tracks will print the Closeout Summary Report and the Sales by Receipt Report. You have a chance to review the reports before you complete and update the Closeout. Ideally, the Total Amount for Posted Detail should equal the Total Amount for Deposit on the bottom of the Sales by Receipt Report. When these amounts are equal, it means you have GL Accounts assigned for all your Items and Tracks knows where everything goes.

If these amounts are not equal, Tracks will display a warning screen that says "Not in Balance." This screen is to warn you that you should check your Items for missing GL Account numbers. You can still choose to go ahead and complete the Closeout, but there is a price to pay. What are the consequences of going ahead when not in balance? If you plan to import Tracks data into SchoolBooks or another accounting program, you'll find that you may have to enter some information manually over on the accounting side. Why? Because the information about GL Accounts wasn't correct on the Tracks side when the import data was created. What's the moral of the story? Get the data correct BEFORE you update the Closeout.

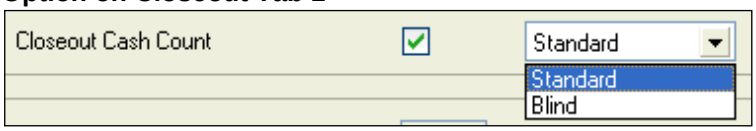
Tracks will ask you if all the reports printed correctly. If you answer "Yes," then Tracks will ask you if you want to Complete the Closeout. If you answer "Yes," Tracks will update all transactions and (if selected) create the export for your accounting program too.

Using the cash count screen

If you want to count your cash and enter it as shown below, check the option on Closeout Tab 1 (Management Menu, Customize, School Settings). This will make Tracks display the Cash Count screen shown below where you can enter the exact amounts of coins and currency you have accepted during the day.

You have a choice about WHEN the program displays this screen. You need to select either Standard or Blind.
Choose Blind to require the user to count cash on this screen BEFORE viewing the sales totals for the day.
Choose Standard to display this screen AFTER viewing the sales totals for the day.

Option on Closeout Tab 1



Cash Count Screen

If you checked the Cash Count box in the Customize options, Tracks will display this Cash Count screen. You can enter the actual counts of coins and currency you have received. Tracks automatically displays the totals of the checks and credit cards received. You can click on the Checks Detail or Credit Cards Detail button to see the detail items for these payment types.

Use Tellermate: If you have a Tellermate cash counting machine and have checked the option to use it on the Customize screen, you can load the coin and currency counts directly from the machine. (Go to the Management Menu, Customize, School Settings, Closeout Tab 1.)

Closeout Reports

The Closeout Summary Report and the Sales by Receipt Report will print every time you do a Closeout in Tracks. You should save these reports together with your receipt copies for the day. They are all important parts of your audit trail. If anything unusual happened during the day, make a note of it at the end of the day on your Closeout reports.

Closeout Summary Report

What does it do? The Closeout Summary Report print the sales totals as displayed on the Closeout screen, the breakdown of cash, checks and credit cards, and a list of checks/credit cards accepted during the day. You can reprint this report in Closeout History.

Sales by Receipt Report

What does it do? The Sales by Receipt Report provides sales detail of every transaction for this Closeout listed in receipt number order. This report includes Customer number and name, each Item number and description the Customer purchased, the price, extension and the receipt total for each sale. It also includes a summary by GL account for all selected transactions. You may choose to print the Sales by Receipt Report automatically as part of the Daily Closeout by choosing that option under Customize, School Settings, Closeout 2 Tab.

Chapter 9 – Reports Menu

Tracks provides you with a number of reports which display Customer, Item and sales information in various ways. The standard reports are intended to give you a wide variety of sort and selection options so you can get just the data you need. When you launch a Tracks report, the program will display a screen to allow you to select the options for the report. For example, on some reports, you can choose a date range; on others, you can choose to limit the report to one specific grade or only one individual item. If you need a specialized report, you can use Crystal Report Writer, an add-on option to all Blue Bear software.

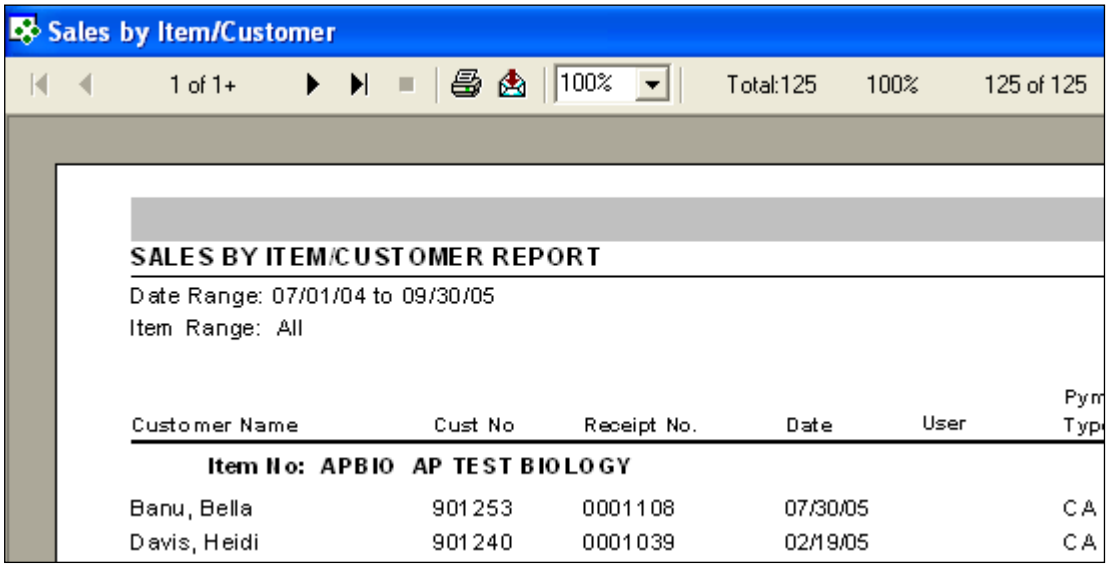
Most reports may be printed or previewed. See information in the next section about both previewing reports and exporting the report data.

Previewing Reports

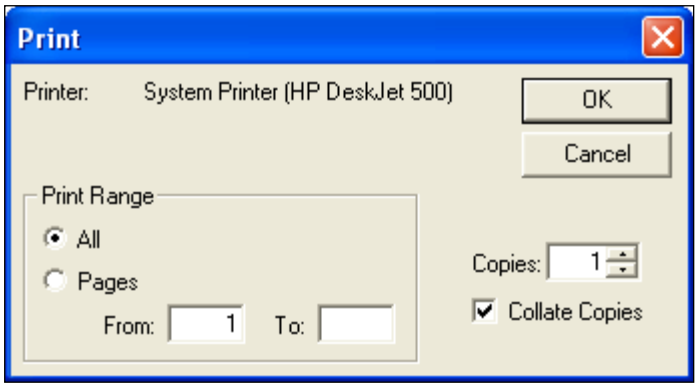
What does it do? All reports in SchoolBooks may be displayed on your monitor using the Preview function. You can also export data in a variety of formats using the Preview feature of any report. Reports may be exported to Excel, Adobe Acrobat

When the report is displayed on the screen, you'll see a tool/status bar at the top of the screen.

- Use the Browse arrows to move forward and backwards through the pages of the report. The notation "1 of 1+" shows you that this is page 1 and that there are more pages to the report.



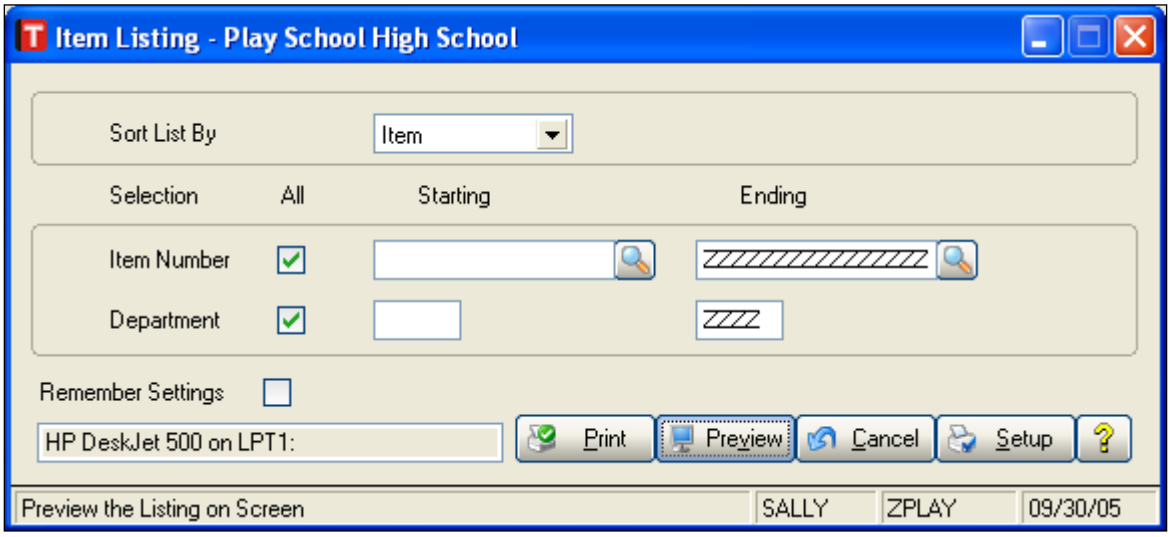
- Use the Printer button to send the report to your printer. This must be the printer you selected before you previewed the report. When you click on the Printer button, the program will display a Print window. Here you can select which pages to print and the number of copies to print. <u>This is the best way to selectively print only specific pages of a report.</u>



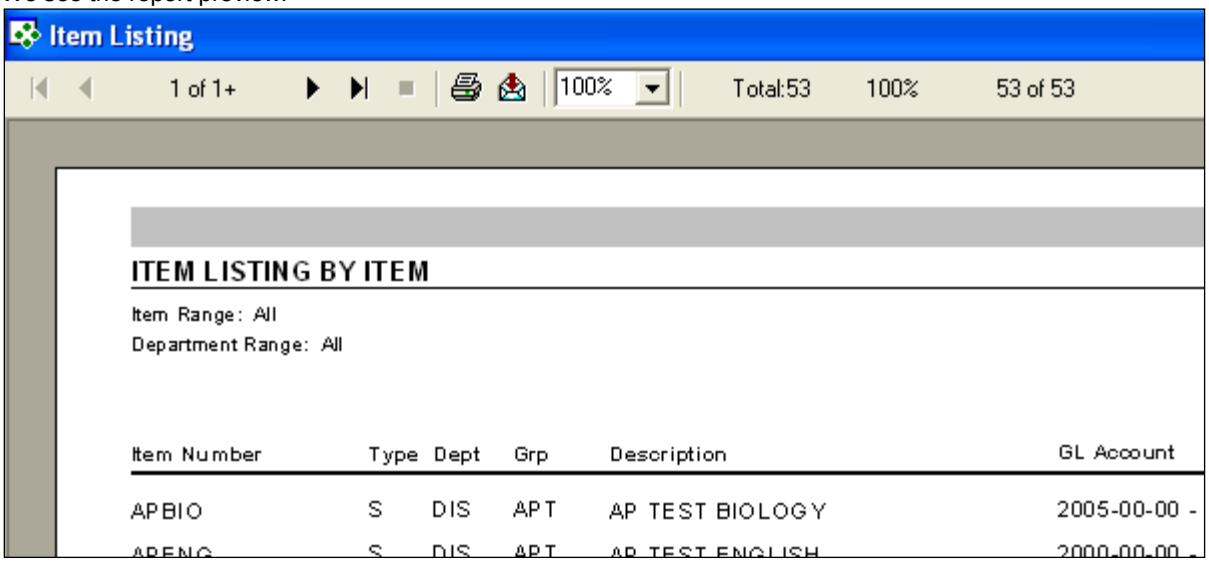
- The little envelope with the red arrow is the Export button. See more detail below about how to use the Export function.
- The percentage displayed in the little box tells you the size of the document being displayed. You can make the report bigger or smaller by changing the percentage.
- Number of records. In the sample above, there are 125 records in the report.

Using the Preview function to Export data

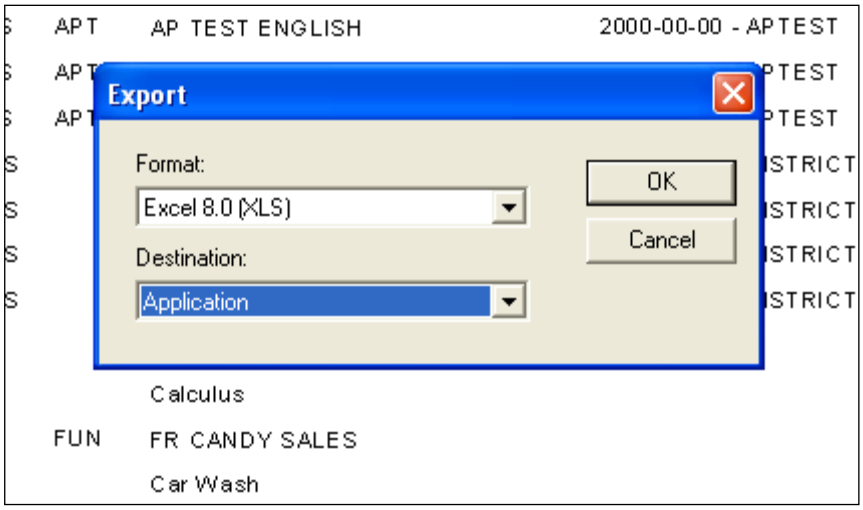
How does it work?
Let's assume we want to export the Item Listing to Excel. First, click the Preview button instead of the Print button.



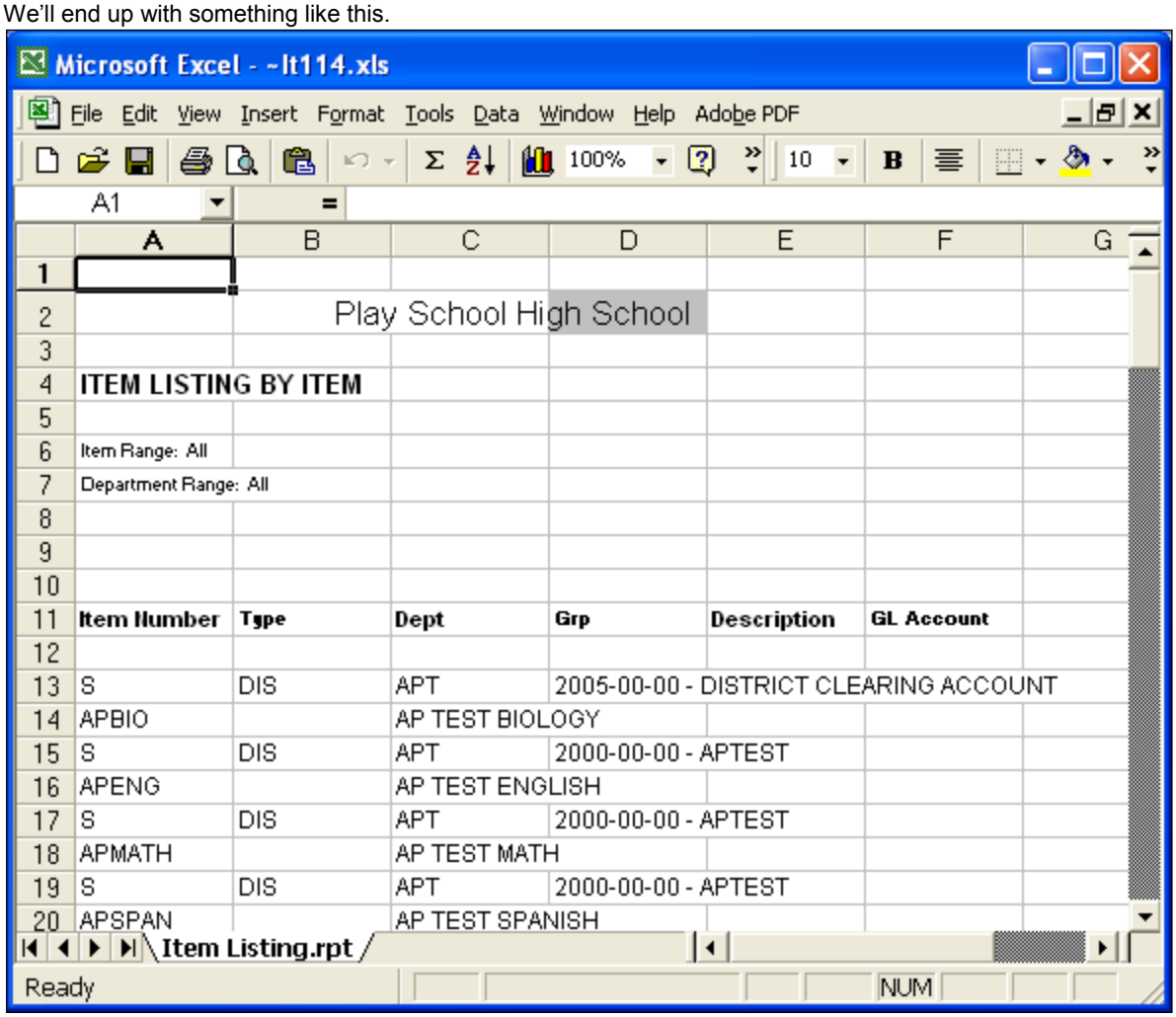
We see the report preview.



When you click on the Export button, the program displays an Export window, allowing you to select the format of the export and the destination. In the example below, we've chosen Excel and Application. So the program will export the Trial Balance data and open Excel with the data displayed.



We'll end up with something like this.


Microsoft Excel - ~It114.xls
File Edit View Insert Format Tools Data Window Help Adobe PDF
A1
Play School High School
ITEM LISTING BY ITEM
Item Range: All
Department Range: All
Item Number Type Dept Grp Description GL Account
S DIS APT 2005-00-00 - DISTRICT CLEARING ACCOUNT
APBIO AP TEST BIOLOGY
S DIS APT 2000-00-00 - APTEST
APENG AP TEST ENGLISH
S DIS APT 2000-00-00 - APTEST
APMATH AP TEST MATH
S DIS APT 2000-00-00 - APTEST
APSPAN AP TEST SPANISH
Item Listing.rpt
Ready
NUM

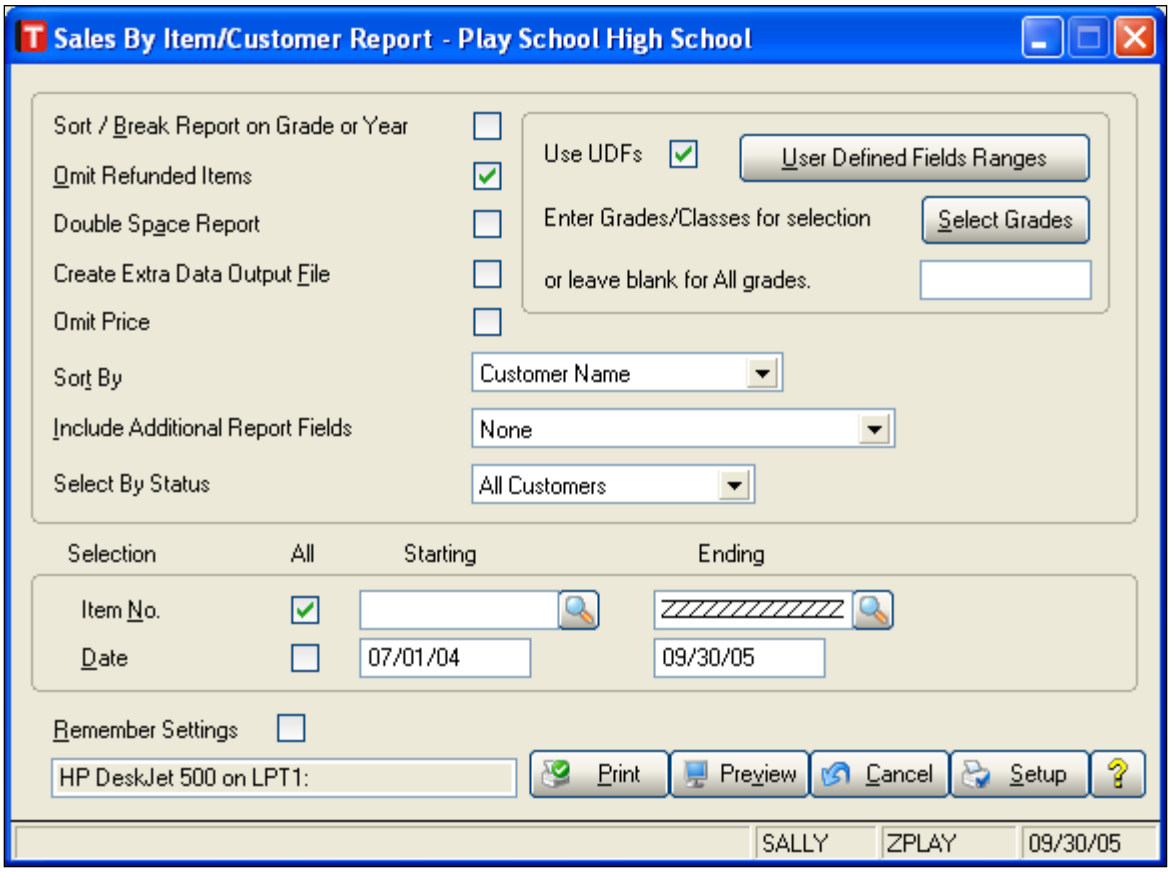
Sales Reports

Sales by Item/Customer Report

What does it do? The Sales by Item/Customer Report provides a sales breakdown of all the Customers who have purchased a particular Item or range of Items for a selected time period. This report includes the Item number and description, together with the Customer name (sorted alphabetically by last name), the receipt number, date, quantity and price. You have the option to include balance due information and descriptions from history too.

Where is it? Go to Reports, Sales Reports, and select Sales by Item/Customer Report.

Using the Screen



Sort/Break on grade or year: Check this box to sort sales data by Grade/Year first and then Customer. Leave the box clear if you want all the Customers listed together in one big list. For example, if you want to group the 10th graders, then 11th graders, then 12th graders, you would check the box.

Omit refunded Items: Check this box to omit transactions that have been refunded from this report. Leave the check box clear if you want to see all transactions on this report. For example, if you sold a yearbook to Linda Hall, then refunded it a week later, you might not want to see Linda Hall listed on the Yearbook Report. To leave her off the report, check this box; to include her, leave the box blank.

Double Space Report: Check this box to double-space the report. Leave it blank to single space the report. Why might you want to double-space the report? Maybe you want to leave room for students to sign their names beside where they bought something.

Create Extra Data Output File: Check this box if you want to create an extra data output file for this data. You would do this if you want to print bar codes or mailing labels for the customers on this report.

Omit Price: Check this box if you want to suppress the prices on this report. Use this option if you want to give a teacher a list of everyone who paid for something, but don't want to discriminate by showing that some students may have paid a lesser price.

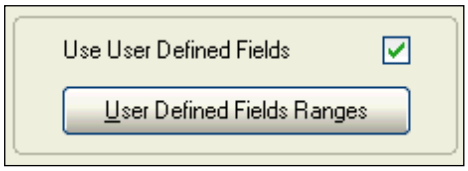
Include Additional Report Fields: Select from the following choices:

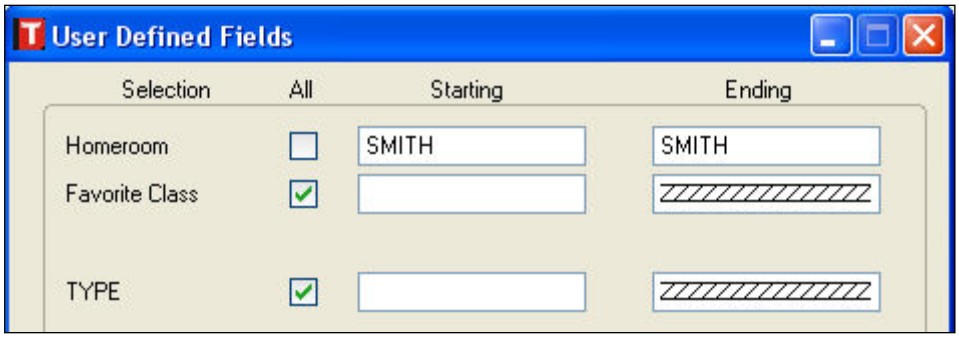
- None. If you don't want to print any additional fields.

- A/R Information. If you want to see any amounts paid and still outstanding on the items printed.
- History Description and A/R. If you have saved special information in the Item description field at the time of sale and you want to print that information on the report, and you want to see the A/R information as well. "Description from History" will print the Item description for this particular transaction on this report; if you have edited the description (for example, you added something to the description field when you sold the item), that new description will print on the report. "A/R Information" will print any amounts due for each individual Customer on the report. Use this option to get a report showing everyone who bought a yearbook and who still owes money.
- Bonus Field Information. If you entered data in the Bonus Field at time of sale, and want to see that on the report.

Select By Status: You can choose to print the report for all customers, only active customers, only locked customers, or only withdrawn customers.

Use User Defined Fields: Select this box to use the UDFs that you set up on the UDF Tab of School Settings. Select the box below to choose which UDFs to include and their ranges. In the example below, we're going to limit the selection to only Customers with a Homeroom of Smith.





Sort by: You can sort this report on Customer Name or Receipt Number.

Item Number range: Leave the All box checked to print this report for all items, or enter a range of Item numbers for this report.

Date range: Leave the All box checked to print this report for all dates, or enter a date range for this report.

Remember Settings: Check this checkbox to save the report selection settings for the next time you access this report.

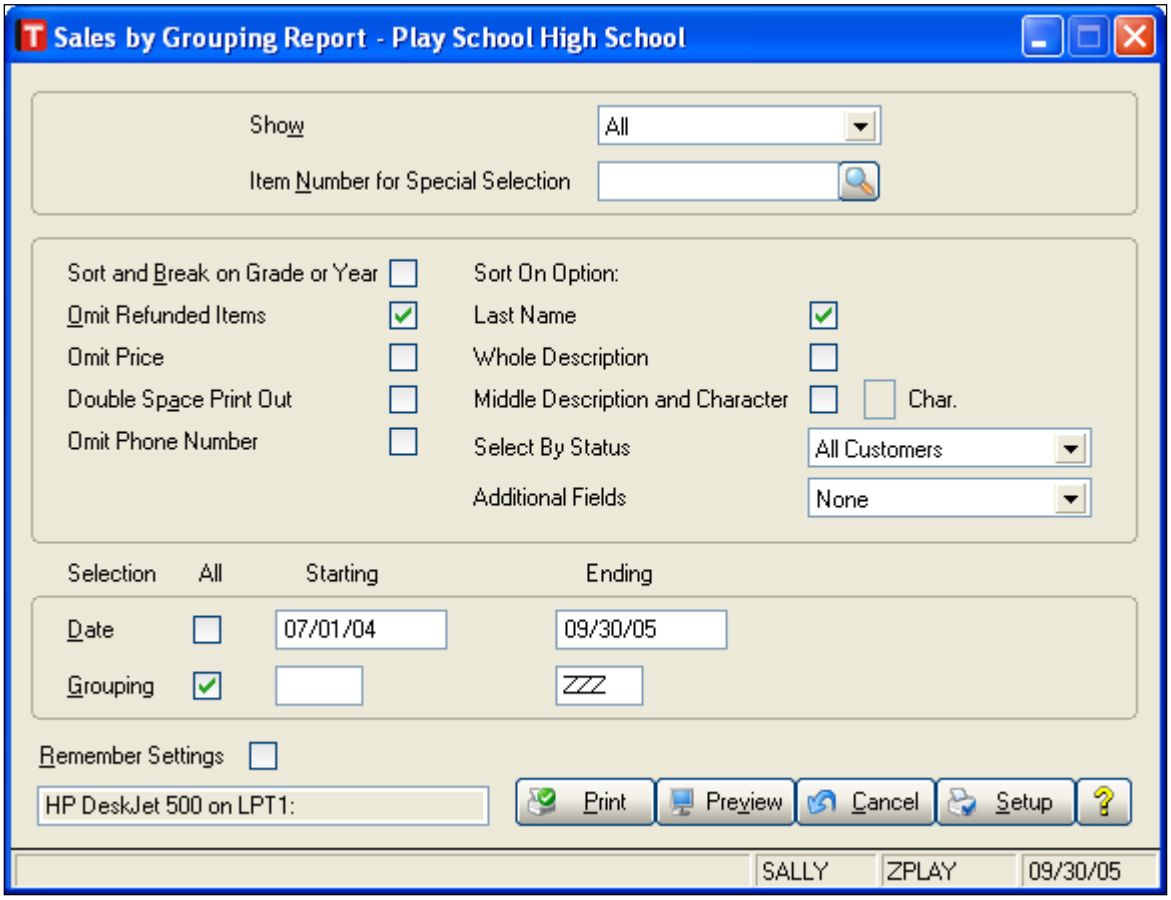
Sales by Grouping Report

What does it do? The Sales by Grouping Report provides a sales breakdown of all the Customers who have purchased the particular Item in a selected Group for a selected time period. This report includes the Customer name (sorted alphabetically by last name), the descriptions and Item numbers of Items in the selected Group and the quantities purchased. Use this report to generate a list of everyone coming to the prom plus their guest and phone number.

Hint: *For more information about setting up Grouping Codes, see the chapter on Items.*

Where is it? Go to Reports, Sales Reports, and select Sales by Grouping Report.

Using the Screen



Show: Choose which fields to include on the report. Your choices are Item Number, Phone number, Customer Number, or All these fields.

Item Number for Special Selection: If you want to print the Grouping Report showing only Customers who have purchased a specific Item, enter the Special Selection Item Number here. The Special Selection Item **does not** have to be included in the selecting grouping. For example: You've sold several different Items for Grad Night and you've also sold each student a bus number. By using the Special Selection Item (BUS16), you can print a Grouping Report showing all students who purchased GRADNITE and are on Bus #16.

Sort and Break on Grade or Year: Check this box to sort the report with breaks for grade/year. Leave blank print all students in one big list.

Omit Refunded Items: Check this box to omit transactions that have been refunded from this report. Leave the check box clear if you want to see all transactions on this report. For example, if you sold a yearbook to Linda Hall, then refunded it a week later, you might not want to see Linda Hall listed on the Yearbook Report. To leave her off the report, check this box; to include her, leave the box blank.

Note: *Tracks will only suppress items with IDENTICAL DESCRIPTIONS. If the original prom date guest was Mary Smith, you must*

do a refund to Mary Smith, not Mary Smyth, in order to omit both items from the Grouping Report.

Omit Price: Check this box if you want to suppress the prices on this report. You might do this if you want to give someone a copy of the report, but do not want them to know what each Customer paid for each item.

Double Space Print Out: Check this box to double-space the report. Leave it blank to single space the report.

Omit Phone Number: Check this box to omit the Customer's phone number from the report.

Sort on Options: You may choose sort options from the following choices:

- **Last Name.** Records will be sorted by the Last Name of the Customer
- **Whole Description.** Records will be sorted by the description in the history file. This is whatever the description was at the time of sale.
- **Middle Description and Character.** Records will be sorted by a portion of the description field beginning AFTER the character you enter here. If you entered the prom bid number after a "#" sign in the description, you would check this option and enter a "#" as the character.
- **Select by Status:** Records will be shown for whatever status you select. The options are All Customers, Only Locked Customers, Only Active Customers, or Only Withdrawn Customers.
- **Additional Fields:** Select from the following choices:
    1. None. If you don't want to print any additional fields.
    2. A/R Information. If you want to see any amounts paid and still outstanding on the items printed.
    3. Bonus Field Information. If you entered data in the Bonus Field at time of sale, and want to see that on the report.

Date range: Check the checkbox to select all dates or enter a specific date range for this report.

Grouping Code range: Check the checkbox to select all Grouping Codes or enter a specific Grouping range for this report.

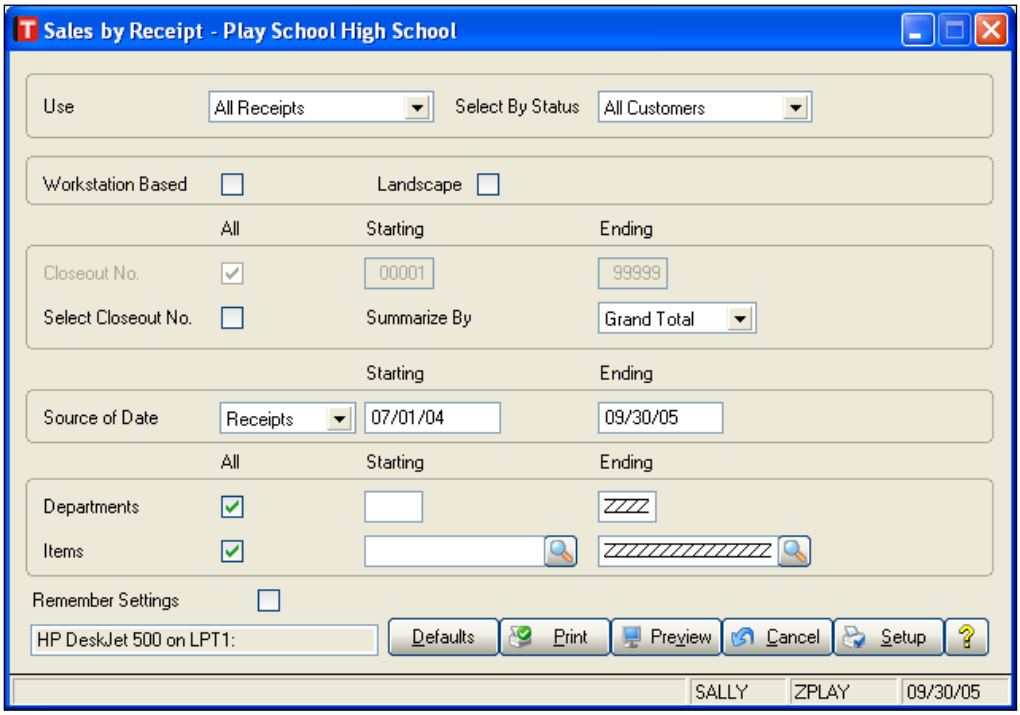
Remember Settings: Check this checkbox to save the report selection settings for the next time you access this report.

Sales by Receipt Report

What does it? The Sales by Receipt Report provides sales detail of every transaction for a selected date or range of dates listed in receipt number order. This report includes Customer number and name, each Item number and description the Customer purchased, the price, extension and the receipt total for each sale. It also includes a summary by GL account for all selected transactions. There is an option to print by date or closeout. You may choose to print the Sales by Receipt Report automatically as part of the Daily Closeout by choosing that option under Customize, School Settings, Closeout 2 Tab.

Where is it? Go to Reports, Sales Reports, and select Sales by Receipt Report

Using the Screen



Use: Choose All Receipts, Only Receipts Updated, or Receipts Not Updated.

Select By Status: You can choose to select all customers, only locked customers, only active customers, or only withdrawn customers.

Workstation Based: If you have a multi-user system, you can print this report for a single workstation or all workstations. Every time you do a Closeout, whether it is for a single workstation or for your entire system Tracks assigns a Closeout number to the transactions included in that particular Closeout. If you want to print a Sales by Receipt Report for ALL workstations for a particular date or date range, you would not use this option. But you do want to check this option if you want to see the data for a particular date, broken out by workstation.

Landscape: Select this box to print the report in landscape instead of portrait.

Select Closeout Number: The default is to print for all Closeout numbers. You can select data for only specific closeouts by checking this box and then entering a Starting and Ending date of Closeouts.

Summarize By: You can summarize by Grand Totals, Subtotals, or Date.

Source of Date: Enter the date or the date range for the report for either the receipts or closeout.

Departments: Enter the Department or the range of Departments for this report. If selected, Tracks will print receipt information only for the selected department(s).

Items: Enter the Items or range of Items for this report. If selected, Tracks will print only receipt information only for the select item(s).

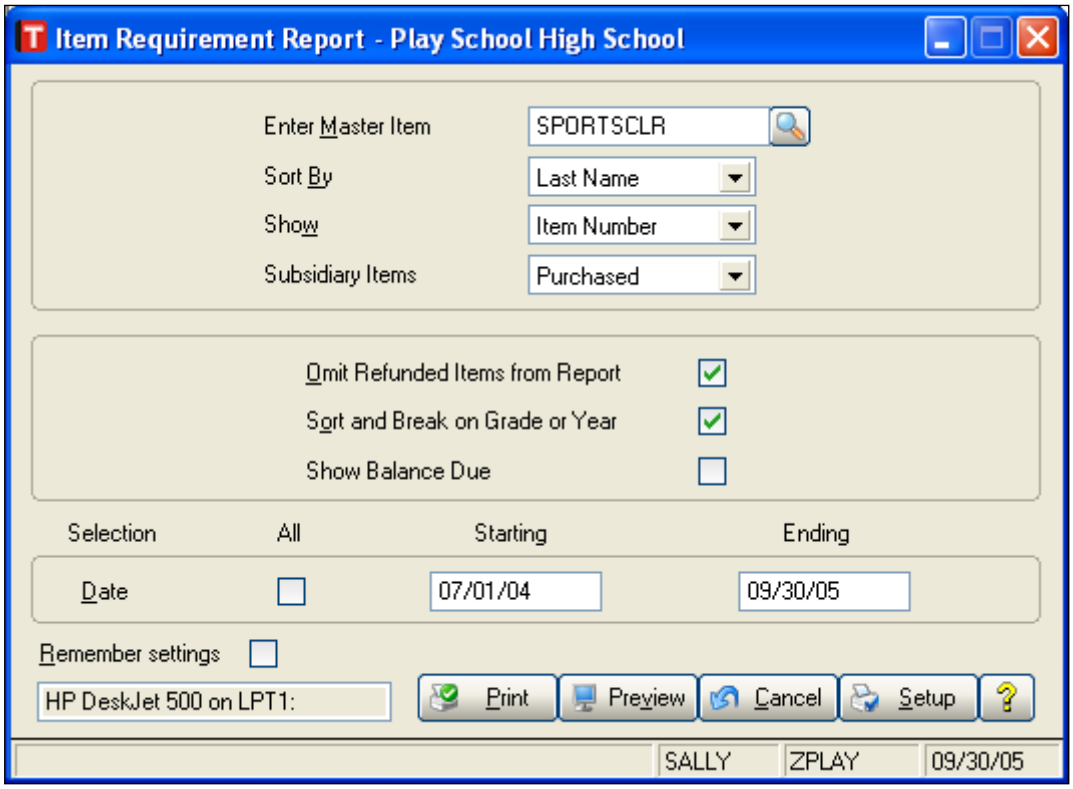
Remember Settings: Select this box if you want Tracks to remember these settings for the next time you open this report.

Item Requirement Report

What does it do? The Item Requirement Report can be used to facilitate sports eligibility tracking and other circumstances where you want to know something like this: Of the students who bought Item A, who also bought or didn't buy Item B and Item C? Or, of the students who want to go out for Football, which of them have qualified by providing all the things required, and which haven't. The report shows detail of every transaction for a selected date or range of dates listed in Last Name or Customer number order. To track eligibility for Football, you would first set up a Master Item FOOTBALL, then set up Subsidiary Items for GRADECHK, PHYSICAL, INSURANCE, PARENTPERM, etc. You can then tell the system to print a report showing all the Subsidiary Items purchased or missing. For more information about setting up Master Items, see Item Requirement Maintenance.

Where is it? Go to Reports, Sales Reports, and select Item Requirement Report.

Using the Screen



Enter Master Item Number: Enter the Item number you want to view for this report. This Item must first be entered as a Master Item in Item Requirements Maintenance.

Sort By: You can choose to sort this report by Customer Last Name or Customer number.

Show: Choose which of these items you want to include on the report: Item number, Customer number, or Phone number.

Subsidiary Items: Choose "Purchased" to print a list of all students who have purchased all of the Subsidiary Items. Choose "Missing" to print a list of all students showing the Subsidiary Items they are missing. We use the word "Purchased" even though many of these items have no dollar amount.

Omit Refunded Items from Reports: Check this box to omit refunded items from the report.

Sort and Break on Grade or Year: Check this box to sort the report by grade or year first, and then whichever sort by option you selected above.

Show Balance Due: Check this box to show any Balance Due for each Customer. For example, you would select this option if you have a policy that in order to play sports, students can't have any outstanding fines.

Date Range: Enter the date or range for this report or leave All checked to print the report for all dates.

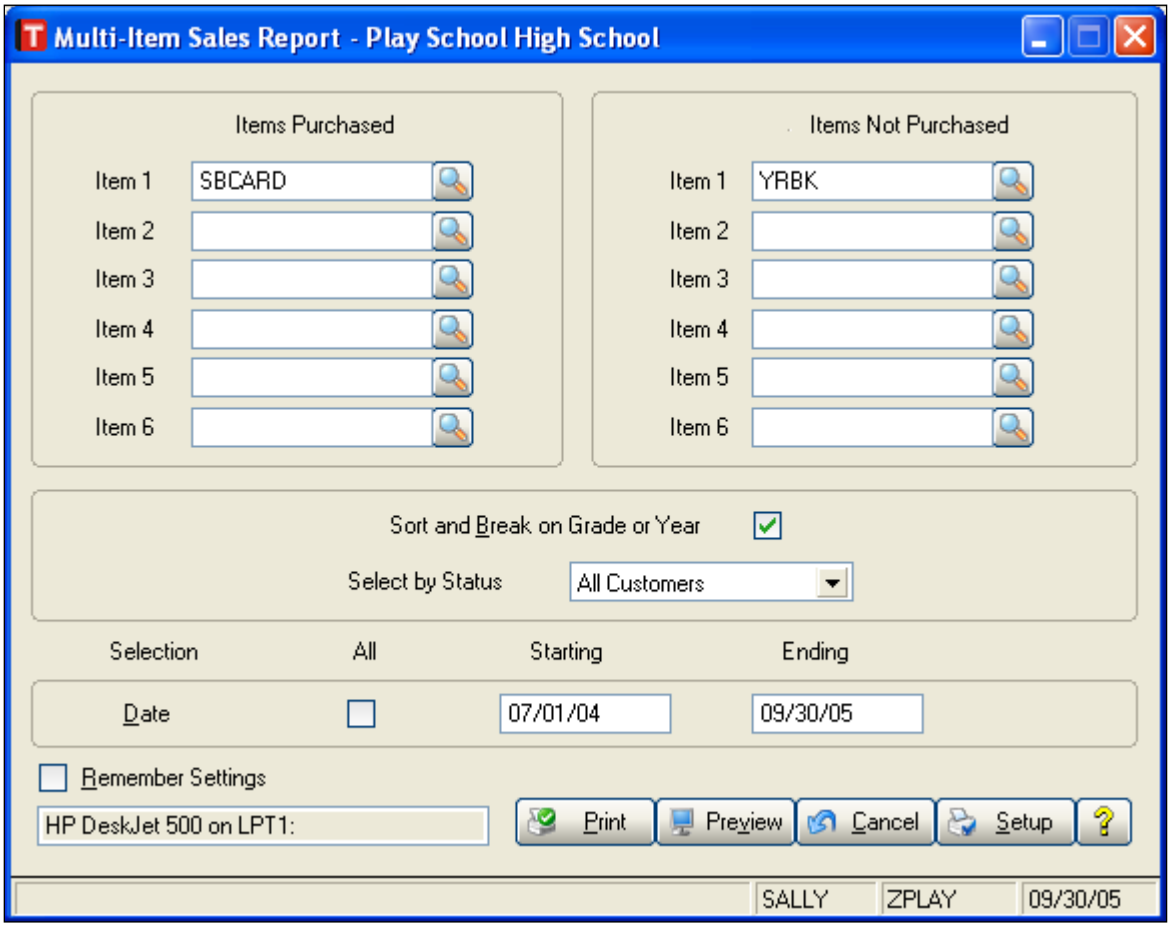
Remember Settings: Check this box if you want Tracks to remember the current settings for the next time you open this report screen.

Multi-Item Sales Report

What does it do? The Multi-Item Sales Report prints a report for Customers who either have purchased designated Items or have NOT purchased designated Items. This report provides sales detail of every transaction for a selected date or range of dates listed in receipt number order. You would use this report to print a list of all students who DID NOT purchase a student body card or had NOT turned in a Nurse's Slip. Or, you could print a report for all students who DID purchase a SBCARD, but who did NOT purchase a YRBK (as shown in the example below).

Where is it? Go to the Reports Menu, Sales Reports, and select Multi-Item Sales Report.

Using the Screen



Items Purchased: Enter up to 6 Items that HAVE BEEN purchased. The logic for this section is "Show me all the students who have purchased THIS and THIS and THIS.

Items Not Purchased: Enter up to 6 Items that HAVE NOT BEEN purchased. The logic for this section is "Show me all the students who have NOT purchased THIS and THIS and THIS."

Sort and Break on Grade or Year: Check this box if you want to sort the report by Grade or Year. Leave blank to sort all Customers together.

Select by Status: Choose whether you want the report to print All Customers, only Active customers, only Locked customers, or only Withdrawn Customers.

Date Range: Check the All checkbox to print this report for all dates, or enter a specified date range to limit the selection. In the example above, we've limited the report to transactions between 7/1/03 and 12/31/03.

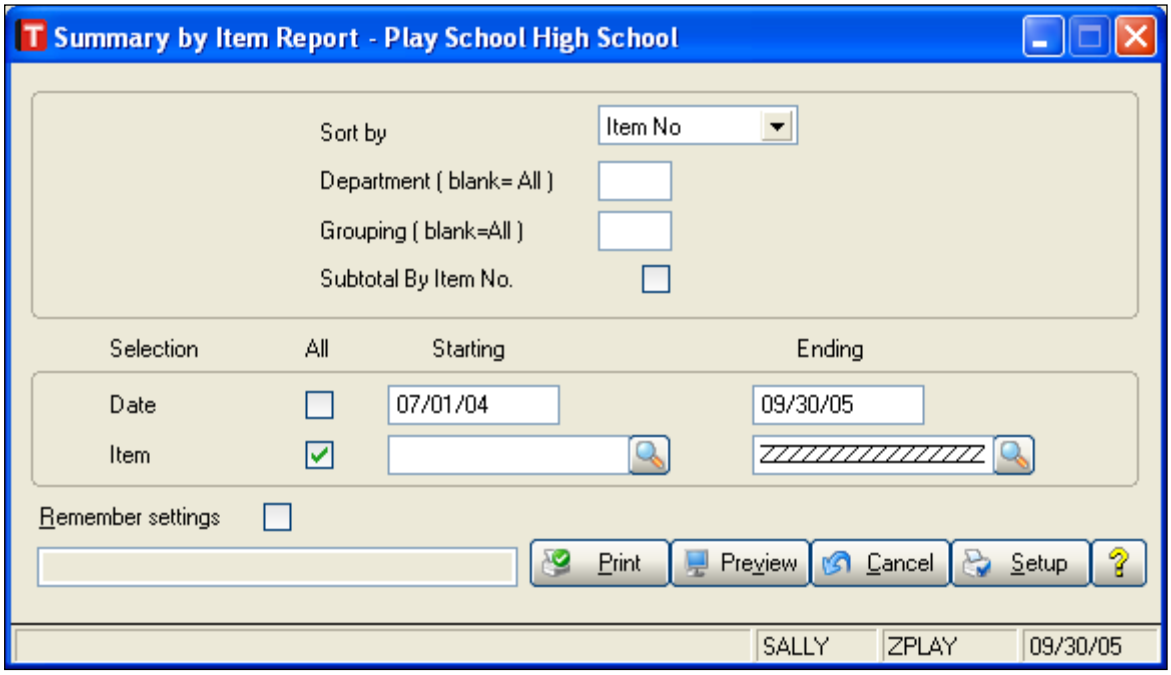
Remember Settings: Check this box if you want Tracks to remember these settings for the next time you print this report.

Summary by Item Report

What does it do? The Summary by Item Report prints a report summarizing Item Sales for a selected date range. Tracks prints one line for each individual price for each Item. For example, if you sold Yearbooks for $30.00, $35.00 and $40.00 during this time period, the report will give you a total of how many Yearbooks sold at each of those prices.

Where is it? Go to Reports, Sales Reports, and select Summary by Item Report.

Using the Screen



Sort by: Choose how you want to sort items on this report: By Item Number, Department, or Grouping.

Department: If you only want to see Items in a specific Department, enter the 3-character code for that Department. Leave the field blank for ALL Departments.

Grouping: If you only want to see Items with a specific Grouping Code, enter the 3-character code for that Grouping. Leave the field blank for ALL Grouping Codes.

Subtotal By Item No.: Check this box if you want a separate subtotal by item on the report. Tracks will subtotal the quantity sold and the amount too.

Date Range: Enter a date range for this report or leave the All box checked to print values for all dates.

Item Range: Enter a range of items for the report or leave the All box checked to print item totals for all items. In the example above, we've limited the selection to just see YRBK.

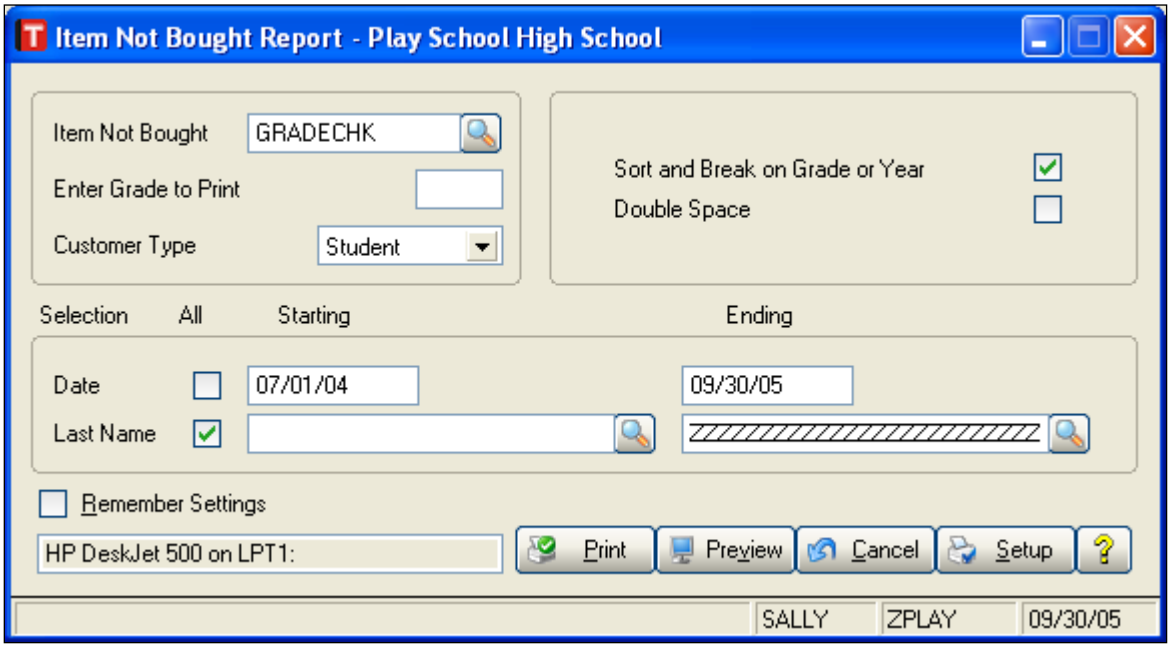
Remember Settings: Check this box to remember these settings for the next time you run this report.

Item Not Bought Report

What does it do? The Item Not Bought Report prints a report showing who has NOT bought a specific Item in a selected date range. Tracks prints one line for each Customer who has not purchased the selected Item. For example, if you want a list of every Customer who has not turned in their Emergency Card for the Nurse, use this report.

Where is it? Go to Reports, Sales Reports, and then select Item Not Bought Report.

Using the Screen



Item Not Bought: Enter the Item code for this report. In the example above, we've entered GRADECHK to make sure that the students has checked their GPA with us to confirm Sports Eligibility.

Enter Grade to Print: If you want to limit this report to a certain Class or Grade, enter it here. Otherwise, leave this field blank to print for all grades.

Customer Type: Usually you will want to print this report for Students only. But if you want to print it for a different Customer Type, choose the Customer Type here.

Sort and Break on Grade or Year: Check this box if you want to sort and break on Grade or Year. Leave blank if you want the report in one big list for the entire school.

Double space: Check this box if you want to double-space this report.

Date Range: Leave the All checkbox checked for all dates or enter the date range for this report.

Last Name: Enter a last name range for this report or leave the "All" box checked to include all Customers.

Remember Settings: Check this box if you want Tracks to remember these settings for the next time you open the report screen.

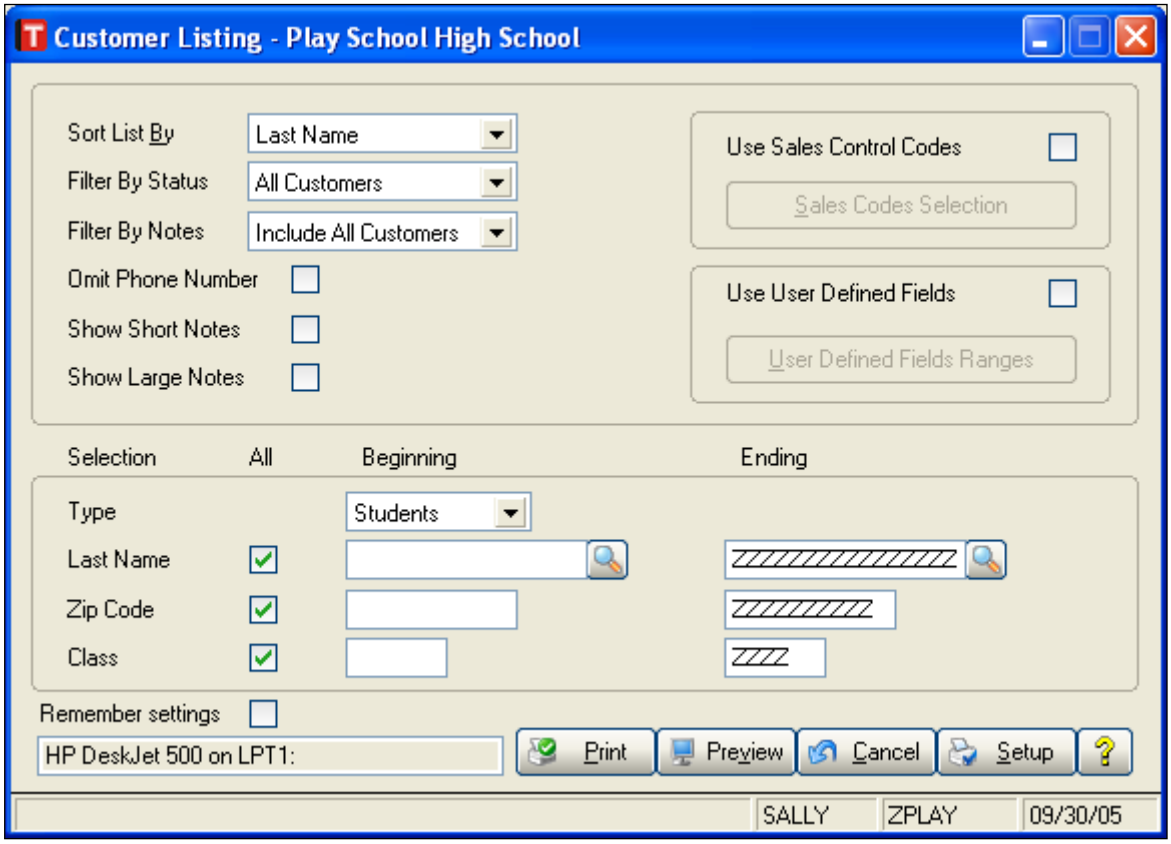
Customer Reports

Customer Listing

What does it do? The Customer Listing feature allows you to print or preview all your Customers or only a selected group.

Where is it? Go to the Reports Menu, Customer Reports, and select Customer Listing. You may also print the Customer Listing by using the Printer button at the bottom of the Customer Maintenance screen.

Using the Screen



Sort List By: You can choose to sort the Customer List by Last Name, Zip Code, Customer Type, or Class.

Filter By Status: You can choose to print the report for all Customers, only Active Customers, only Locked Customers, or only Withdrawn Customers.

Filter by Notes: You can choose to select either all Customers, Customers with short notes only, Customers with large notes only, Customers with both short and large notes, or Customers with no notes at all.

Omit Phone Number: Check this box to print the report with no phone numbers.

Show Short Notes: Check this box to show the short notes (from the Customer Maintenance Main Tab) on the report.

Show Large Notes: Check this box to show the large Notes (from the Work Screen) on the report.

Once you have decided all that, you can further narrow your selection criteria with the following:

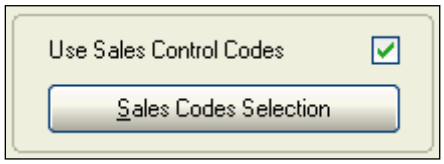
Type: As shown in the example above, you can print the report by selecting on Customer Type. You can print for Students, Faculty/Staff, Adults, Clubs, Others, or All Customers.

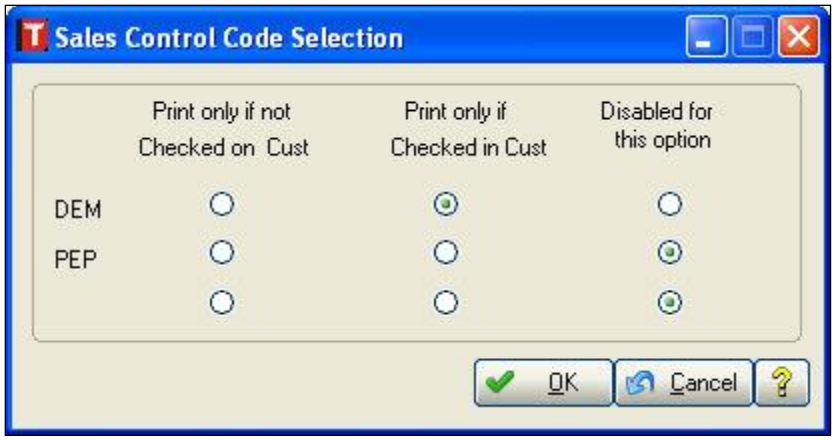
Last Name and Zip Code: To select all Customers, leave all the check boxes checked. To select a range of Customers by Last Name or by Zip Code, enter the starting and ending values in the appropriate fields.

Class: To select Customers for a specific Class or range of Classes, enter the appropriate values. Otherwise, leave All checked to get Customers in all Classes.

Use Sales Control Codes

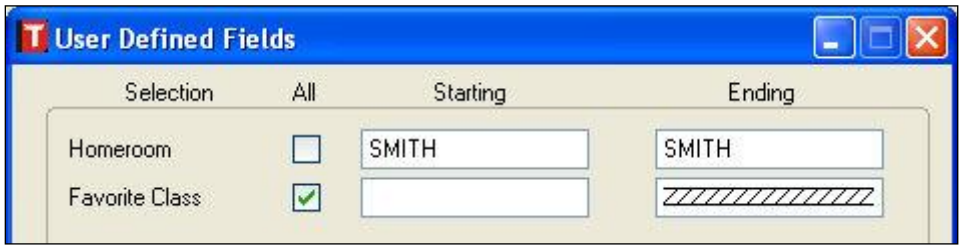
You can also limit the report to only Customers with specific Sales Control Codes. First, check the box to Use Sales Control Codes, then make your selection. In the example below, we want to only print Customers with DEM (too many demerits) checked.





Use User-Defined Fields

You can also limit the report to only Customers with specific User-defined Fields. First, check the box to Use User-defined Fields, then make your selection. In the example below, we want to only print Customers with SMITH as the Homeroom teacher.



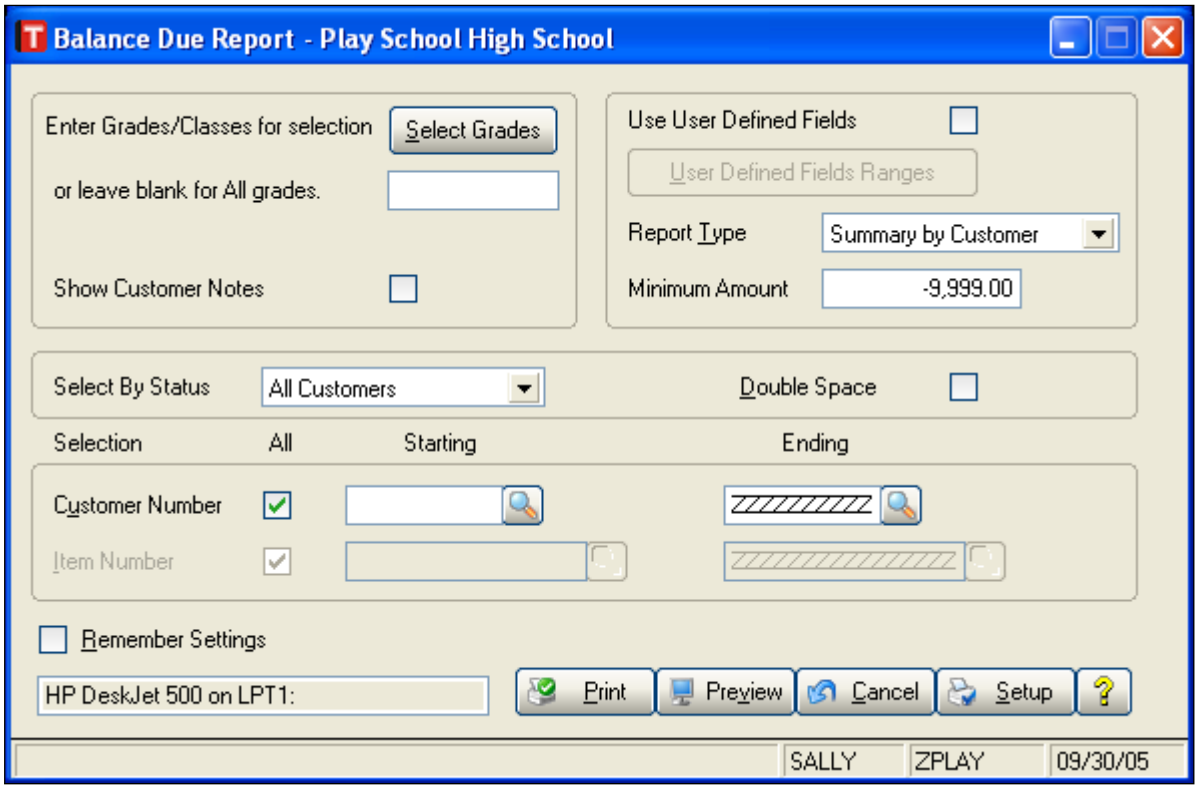
Remember Settings: Check this box to have Tracks remember your settings for the next time you run this report.

Balance Due Report

What does it do? The Balance Due Report allows you to print a report showing all amounts due with Customer names and phone numbers, item numbers and receipt dates. You can print the report by Customer or by Item, in Summary or in Detail.

Where is it? Go to the Reports Menu, Customer Reports, and select Balance Due Report.

Using the Screen



Enter Grades/Classes: Select the grades/classes you want to appear on the report or leave blank to print all grades. You can select the grades by clicking on the box called "Select Grades" and then checking the ones you want.

Show Customer Notes: Select this box to show all Customer Notes on the report. This refers to the Large Notes on the Work Screen, not the one line notes on the Customer Maintenance screen.

Report Type: You can choose to print this report in one of several formats, depending how you want to use the report. If the yearbook advisor wants a list of who still owes money for a yearbook, choose Detail by Item and then select YRBK as the Item Number. If the principal wants a list of all the students who owe money without the detail, choose Summary by Customer.

Minimum Amount: You can enter the minimum amount that the customer should owe to have a form letter printed for their account.

Select By Status: You can choose to print this report for ALL Customers, only Customers that are Locked, or only Customers that are Active, and only Customer that are Withdrawn. For example, if you've locked the Customer record for students who have moved away, this allows you to get a list of ONLY those students who have left school but still owe money.

Double Space: Check this box if you want your report to print double spaced.

Customer Number/Item Number: If you selected Summary by Customer or Detail by Customer in the Report Type field above, Tracks will allow you to select a Customer range. If you selected Summary by Item or Detail by Item in the Report Type field above, Tracks will allow you to select an Item Number range.

Remember Settings: Check this box if you want Tracks to remember these settings next time you open this report selection screen.

Customer History Report

What does it do? The Customer History Report prints a detailed sales history of your customers based on criteria that you select.

Where is it? Go to the Reports Menu, Customer Reports, and select Customer History Report.

Using the Screen

Sort Customer By: You can select how you want the Customers to appear on your report. You can sort them in order by Last Name or Customer number.

Sort Detail By: You can choose whether you want the report sorted by Transaction in Descending Order, by Transactions in Ascending Order, by Date in Descending Order, or by Date in Ascending Order.

Filter By Status: You can choose whether you want the report printed for all customers, only customers that are Active, only customers that are Locked, or only customers that are Withdrawn.

Selection by Customer Name or Number: Leave All checked if you want to print transactions for all customers and for all dates. Otherwise, you can select a certain range of customers and/or dates.

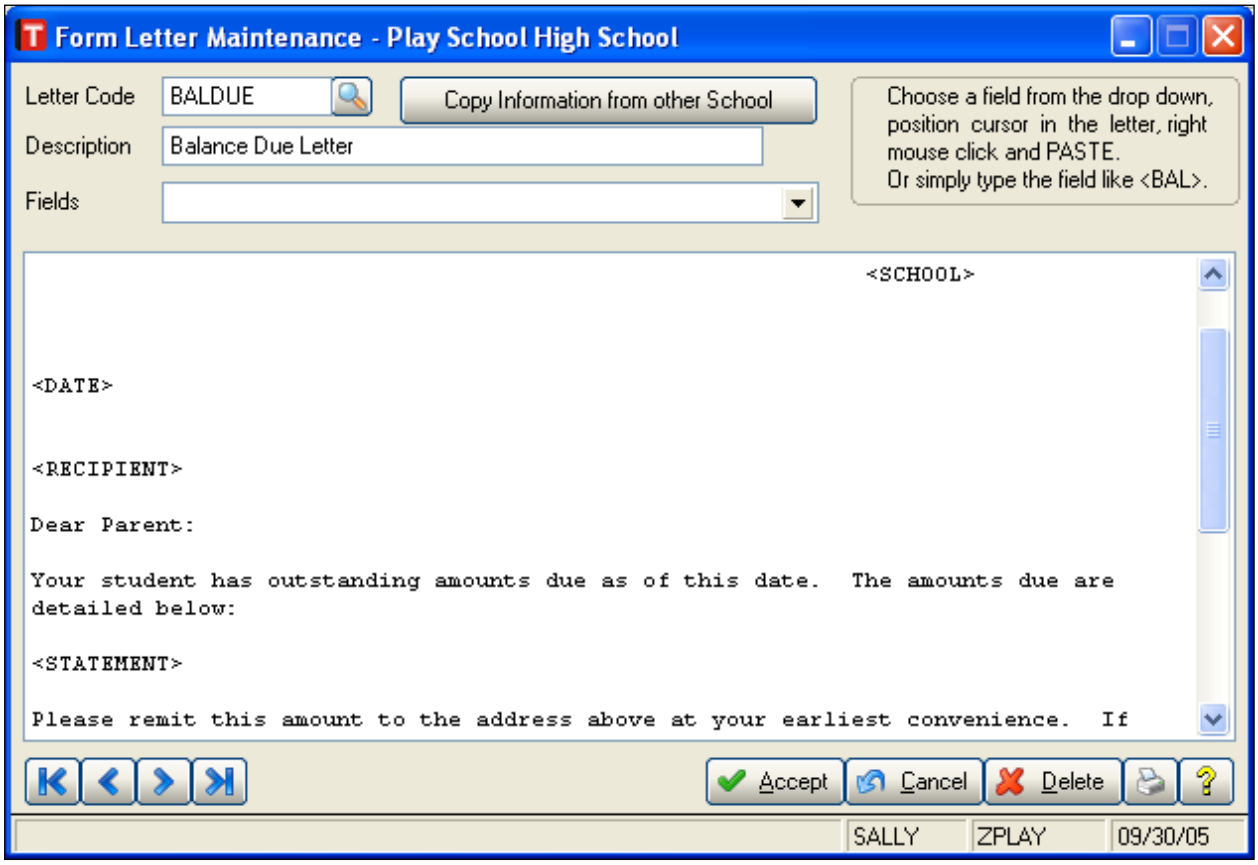
Remember Settings: Check this box if you want Tracks to remember the above settings for the future.

Form Letter Maintenance

What does it do? All Form Letter Maintenance Screens in Tracks work the same way. You can set up as many different letters as you want and save them for future use. There are three separate Form Letter Maintenance screens: one for regular charges and sales (this one), one for Donations, and one for communication about TexTrack books and charges. Tracks comes with a Form Letter called BALDUE, shown below. This letter will print the school name and address, the Customer's name and address, and a detailed list of amounts due. You can write letters like this statement, or NSF checks, or field trips, or anything else you want.

Where is it? Go to Reports, Customer Reports, and then choose Form Letter Maintenance.

Using the Screen


Form Letter Maintenance - Play School High School
Letter Code
BALDUE
Copy Information from other School
Description
Balance Due Letter
Fields
Choose a field from the drop down, position cursor in the letter, right mouse click and PASTE.
Or simply type the field like <BAL>.
<SCHOOL>
<DATE>
<RECIPIENT>
Dear Parent:
Your student has outstanding amounts due as of this date. The amounts due are detailed below:
<STATEMENT>
Please remit this amount to the address above at your earliest convenience. If
Accept
Cancel
Delete
SALLY
ZPLAY
09/30/05

Letter Code: Enter a new code for your letter or select an existing code from the lookup.

Copy Information from other School: Click on this button to look up a school, and then select a form letter from that school to import here.

Description: Enter a description for this form letter.

Fields: The fields available for this form letter are shown in the drop down window. To select a field for your letter, choose the field, then position your cursor in the letter, right mouse click and PASTE the field. You can enter as much text as you choose.

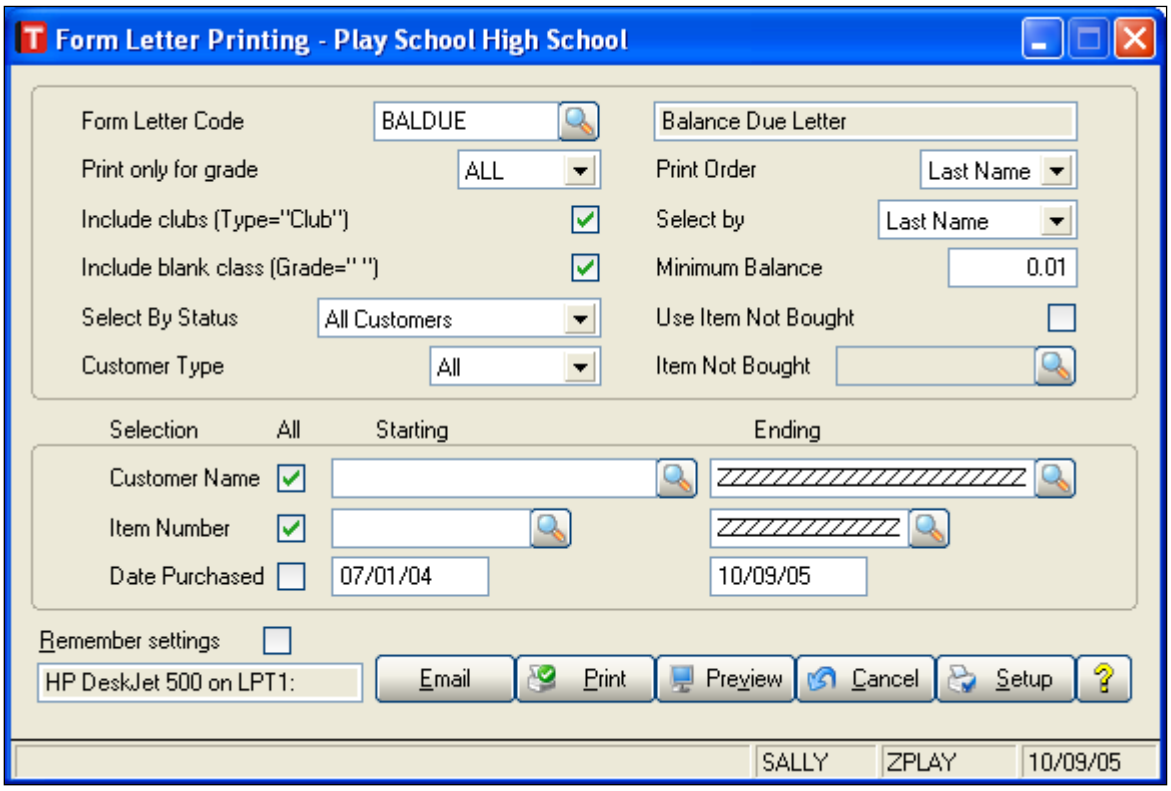
Note: *If the student owed $20.00 for a yearbook and you received $20.00 but didn't apply the money against the yearbook, BOTH line items will appear on this letter. Even though they add up to zero due, Tracks sees them both as Open items.*

Form Letter Printing

What does it do? Once you have defined your letter in Form Letter Maintenance, use Form Letter Printing to select Customers for printing.

Where is it? Go to Reports, Customer Reports, and select Form Letter Printing.

Using the Screen



Form Letter Code: Enter the code of the form letter you want to print.

Print only for grade: Leave the choice at the default ALL unless you want to limit the selection for a specific grade or class. If you do want to limit your selection to just one grade/class, make a selection using the lookup button.

Include clubs: Check this box to print letters for Customers that are Clubs. The letters will be printed for only Customers with a Customer Type of Club. Normally, you will only print form letters for Customers that are students.

Include blank class: Check this box to print letters for customers with a Class/Grade that is blank.

Select By Status: Choose to print form letters for all customers, only those that are Active, only those that are Locked, or only those are that are Withdrawn.

Customer Type: Choose to limit your print job by the Type of customer. Choose from these options: All Customers, Student, Faculty/Staff, Adult, Club, and Other.

Print Order: You can print the letters in order, either by Zip Code to facilitate mailing or by Last Name if you want to hand out the letters.

Select By: Choose to select a range of Customers below by choosing to select by Last Name or Customer number.

Minimum Balance: Enter the minimum balance due the customer must have for a form letter to be printed. If you select this option, Tracks will only print letters for Customers with a balance equal to or OVER the amount you enter.

Use Item Not Bought: Choose this option if you want to print a letter to every customer who has not bought something. For example, if you want to mail a solicitation letter to everyone who hasn't bought a yearbook, you would check this box, then enter YRBK in the next field.

Item Not Bought: If you've checked Use Item Not Bought, this field becomes active and you can enter the Item here.

Selection: Use the selection ranges to limit the number of letters you print by some criteria.
Select either the entire range of customer names and item numbers or narrow it down to a smaller range or just one.

Customer Number/Name: Leave the All box checked to print this form letter for All Customers or limit the form letter printing by entering a starting and ending Customer. If you only want to print the letter for John Smith, enter John Smith.

Item Number: Leave the All box checked to print this form letter for All Items or limit the form letter printing by entering a starting and ending Item. If you only want to print the letter to people who purchased APBIO, enter APBIO here.

Date Purchased: Leave the All box checked to print this form letter for All dates or limit the form letter printing by entering a starting and ending date. If you only want to print the letter for Customers who purchased things between 10/1/03 and 10/31/03, enter those dates here.

Remember settings: Check this box to have Tracks remember the settings you chose.

Emailing Form Letters

To email form letters, click the Email button to the left of the Print button. You will be prompted to enter a Subject Line for this email and other information about who should receive this form letter.

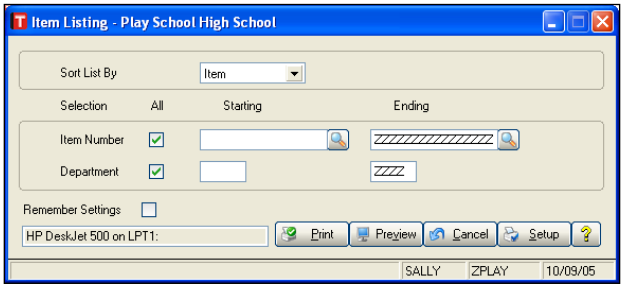
Item Reports

Item Listing

What does it do? The Item Listing Report allows you to print or preview Item information. The report displays Item Number, Description, Department, Grouping Code, and GL Account Code. Unit Cost and Unit Price are also included.

Where is it? Go to Reports, Item Reports, and select Item Listing.

Using the Screen



Sort List By: You can choose to sort the Item List by Item Number, Description, Department, or Grouping Code.

Selection: To select all Items, leave all the check boxes checked. To select a range of Items, enter the starting and ending values in the appropriate fields.

Item Number: To select all Item Numbers, leave the checkbox checked. To select a range of Items, enter the starting and ending values in the appropriate fields.

Department: To select all Departments, leave the checkbox checked. To select a range of Departments, enter the starting and ending values in the appropriate fields.

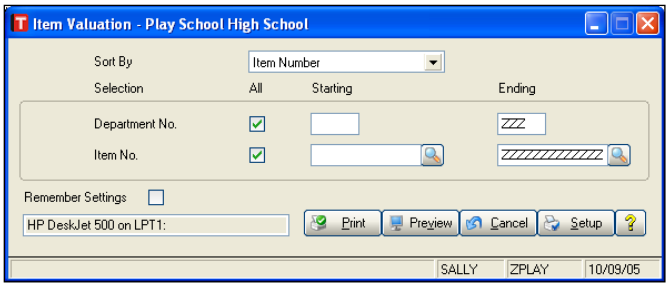
Remember Settings: Check this box to have Tracks remember your settings for the next time you run this report.

Item Valuation Report

What does it do? The Item Valuation Report allows you to print quantity on hand and valuation information. The report displays Item number, description, department, normal stock level, quantity on hand, cost, and total cost as well as GL Account Code.

Where is it? Go to Reports, Item Reports, and select Item Valuation Report.

Using the Screen



Sort By: You can choose to sort the Item Valuation by Item Number or Department Number.

Department: To select all Departments, leave the All box checked. To select a range of Departments, enter the starting and ending values in the appropriate fields.

Item Number: To select all Items, leave the All box checked. To select a range of Items, enter the starting and ending values in the appropriate fields.

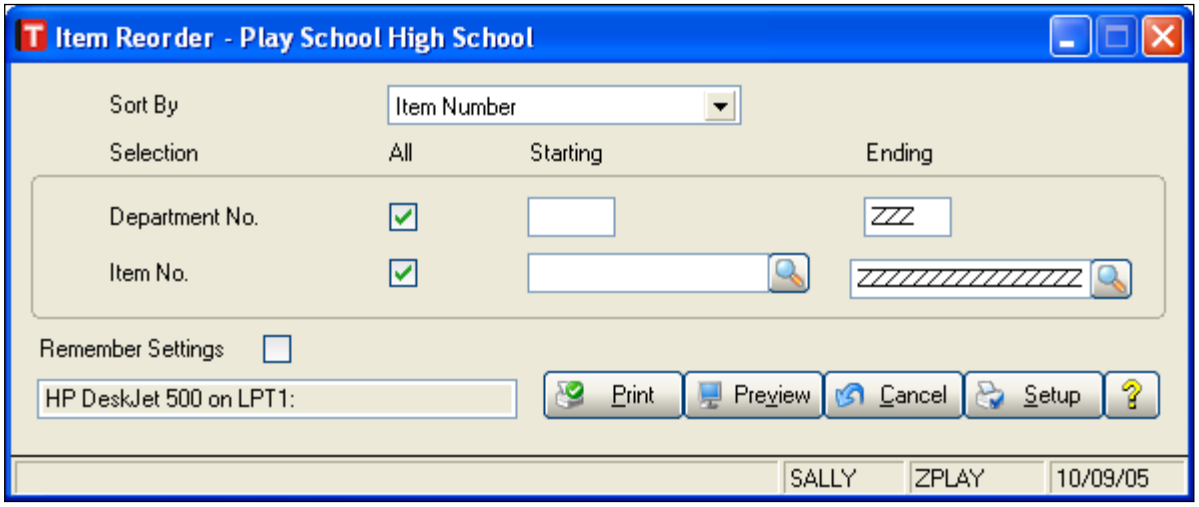
Remember Settings: Check this box to have Tracks remember your settings for the next time you run this report

Item Reorder Report

What does it do? The Item Reorder Report allows you to print quantity on hand and Reorder information. The report displays Item number, description, department, normal stock level, reorder quantity, and quantity on hand.

Where is it? Go to Reports, Item Reports, and select Item Reorder Report.

Using the Screen



Sort By: You can choose to sort the Item Reorder by Item Number or Department Number.

Department: To select all Departments, leave the All box checked. To select a range of Departments, enter the starting and ending values in the appropriate fields.

Item Number: To select all Items, leave the All box checked. To select a range of Items, enter the starting and ending values in the appropriate fields.

Remember Settings: Check this box to have Tracks remember your settings for the next time you run this report.

Physical Count Worksheet

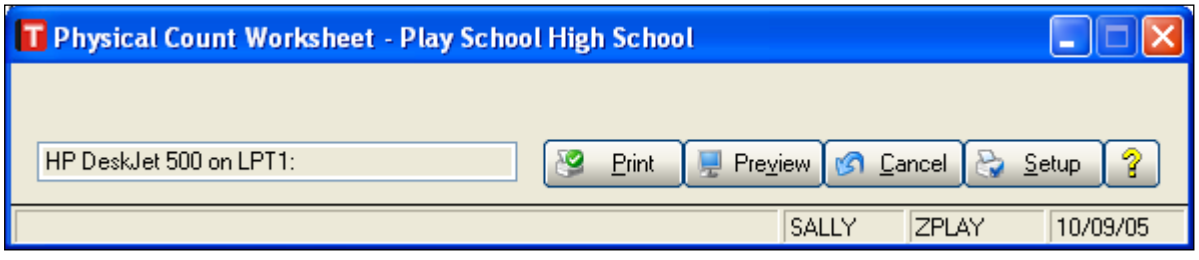
What does it do? The Physical Count Worksheet allows you to print a report to be used for counting your inventory items. Only Items marked in Item Maintenance will be printed on the report.

Where is it? Go to Reports, Item Reports, and select Physical Count Worksheet.

Item Maintenance

If you want an Item to be printed on the report, check this checkbox in Item Maintenance on the Main Tab. You should only check items that you actually want to count.

Using the Screen



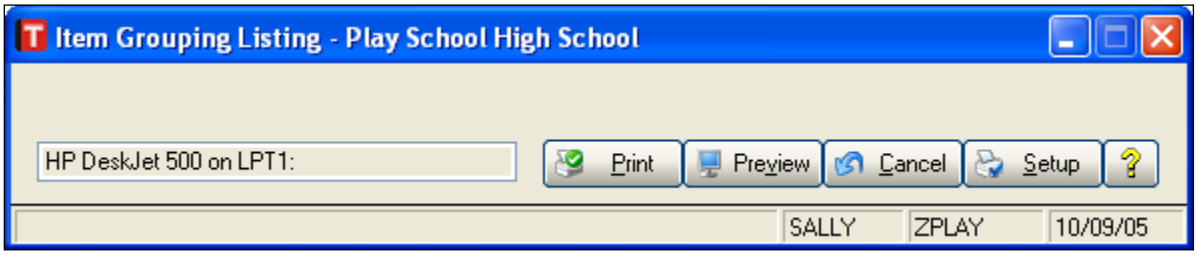
There are no options for this report. It prints one line for each Item selected. The report may be printed or previewed to the screen. Items on the report are sorted by Department.

Item Grouping Listing

What does it do? The Item Grouping Listing allows you to print or preview a list of all your items that have been assigned Grouping Codes. The report displays Item Number, Description, Department, Grouping Code, and GL Account Code. Unit Cost and Unit Price are also included. You can assign Grouping Codes to individual items in Item Maintenance on the Main Tab.

Where is it? Go to Reports, Item Reports, and select Item Grouping Listing.

Using the Screen



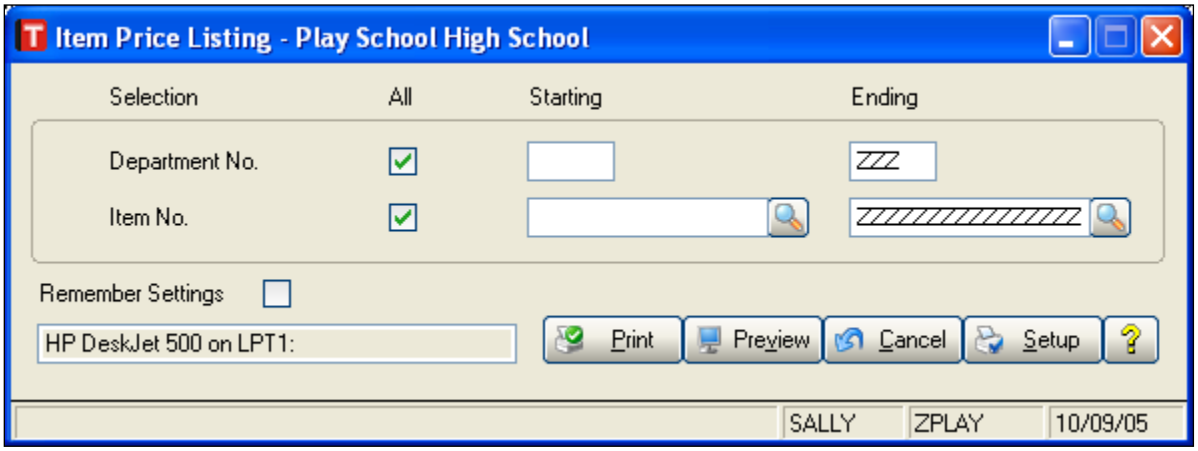
There are no options for this report. It just prints a simple list.

Item Price List

What does it do? The Item Listing Report allows you to print or preview Item information. The report displays Item Number, Description, Price Level, Type, Start and End Date for items when this is applicable, Department, Grouping Code, Price, and Quantity.

Where is it? Go to Reports, Item Reports, and select Item Price List.

Using the Screen



Selection: To select all Items, leave all the check boxes checked. To select a range of Items, enter the starting and ending values in the appropriate fields.

Department No: To select all Departments, leave the checkbox checked. To select a range of Departments, enter the starting and ending values in the appropriate fields.

Item Number: To select all Item Numbers, leave the checkbox checked. To select a range of Items, enter the starting and ending values in the appropriate fields.

Remember Settings: Check this box to have Tracks remember your settings for the next time you run this report.

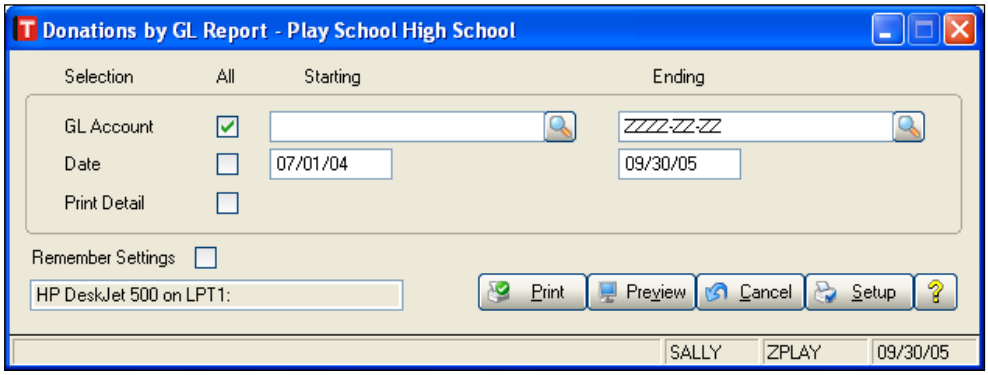
Donation/Tax Credit Reports

Donations by GL Report

What does it do? This report will list the donations sorted and subtotaled on the GL Account of the transaction.

Where is it? Go to Reports, Donation/Tax Credit Reports, and select Donations by GL Report.

Using the Screen



GL Account: Check the All box to print the report for all GL Accounts or select a range of accounts.

Date: Check the All box to print the report for all dates or select a range of dates.

Print Detail: Check this box to have the report print the detail of each donation transaction. Leave the checkbox cleared to see donations summarized by GL Account.

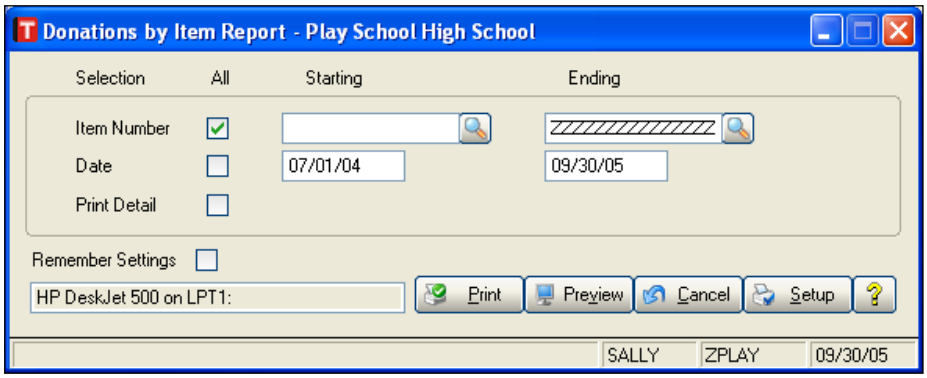
Remember Settings: Check this checkbox to have Tracks remember the settings next time you open this report.

Donations by Item Report

What does it do? This report will list the donations sorted and subtotaled by Item.

Where is it? Go to Reports, Donation/Tax Credit Reports, and select Donations by Item Report.

Using the Screen



Item Number: Check the All box to print the report for all items or select a range of items.

Date: Check the All box to print the report for all dates or select a range of dates.

Print Detail: Check this box to have the report print the detail of each donation. Leave the checkbox cleared if you want to see a summary by Item.

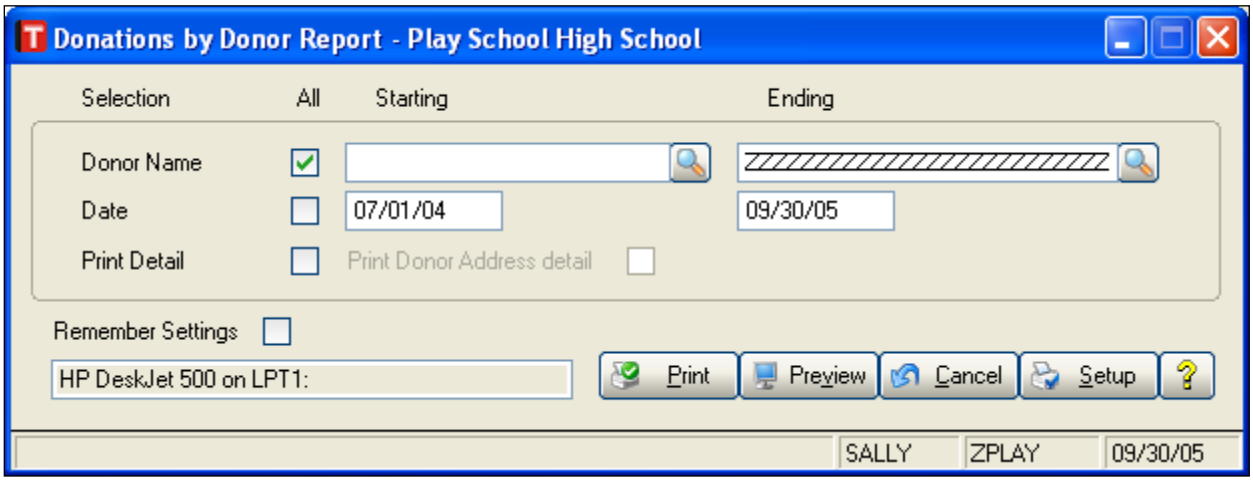
Remember Settings: Check this checkbox to have Tracks remember the settings next time you open this report

Donations by Donor Report

What does it do? This report will list donations by the sorted and subtotaled by donor in summary or detail format.

Where is it? Go to Reports, Donation/Tax Credit Reports, and select Donations by Donor Report.

Using the Screen



Donor Name: Check the All box to print the report for all donors or select a range of donors.

Date: Check the All box to print the report for all dates or select a range of dates.

Print Detail: Check this box to have the report print the detail of each donation. Leave the checkbox cleared to view one summarized total for each Donor.

Print Donor Address detail: If you select the Detail button above, this field becomes active. If you select this field, Tracks will print a detail report that includes the complete donor name and address. This report option was added because some users wanted all the donation detail report, including donor name and address on the same report. You can easily export this report to Excel.

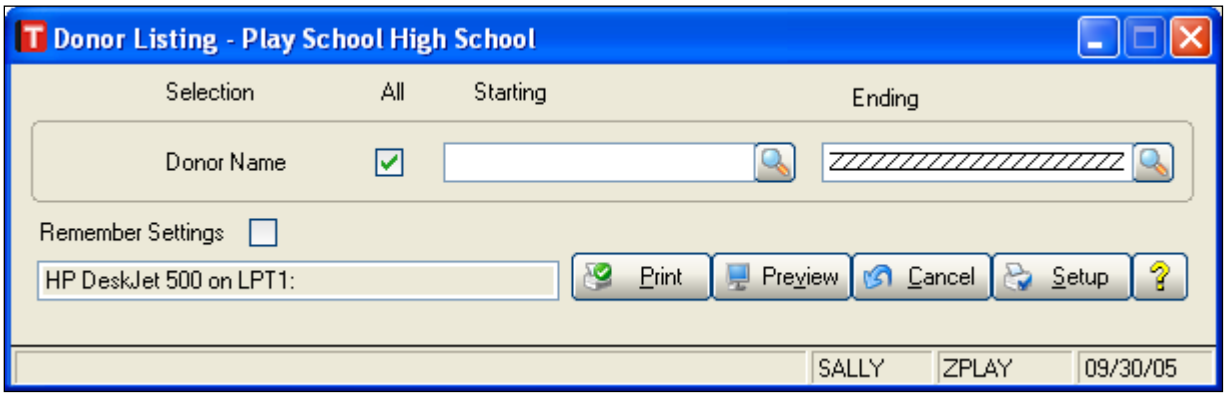
Remember Settings: Check this checkbox to have Tracks remember the settings next time you open this report.

Donor Listing

What does it do? This report lists all of the donors in Tracks.

Where is it? Go to Reports, Donation/Tax Credit Reports, and select Donor Listing.

Using the Screen



Donor Name: Check the All box to print the report for all donors or select a range of donors.

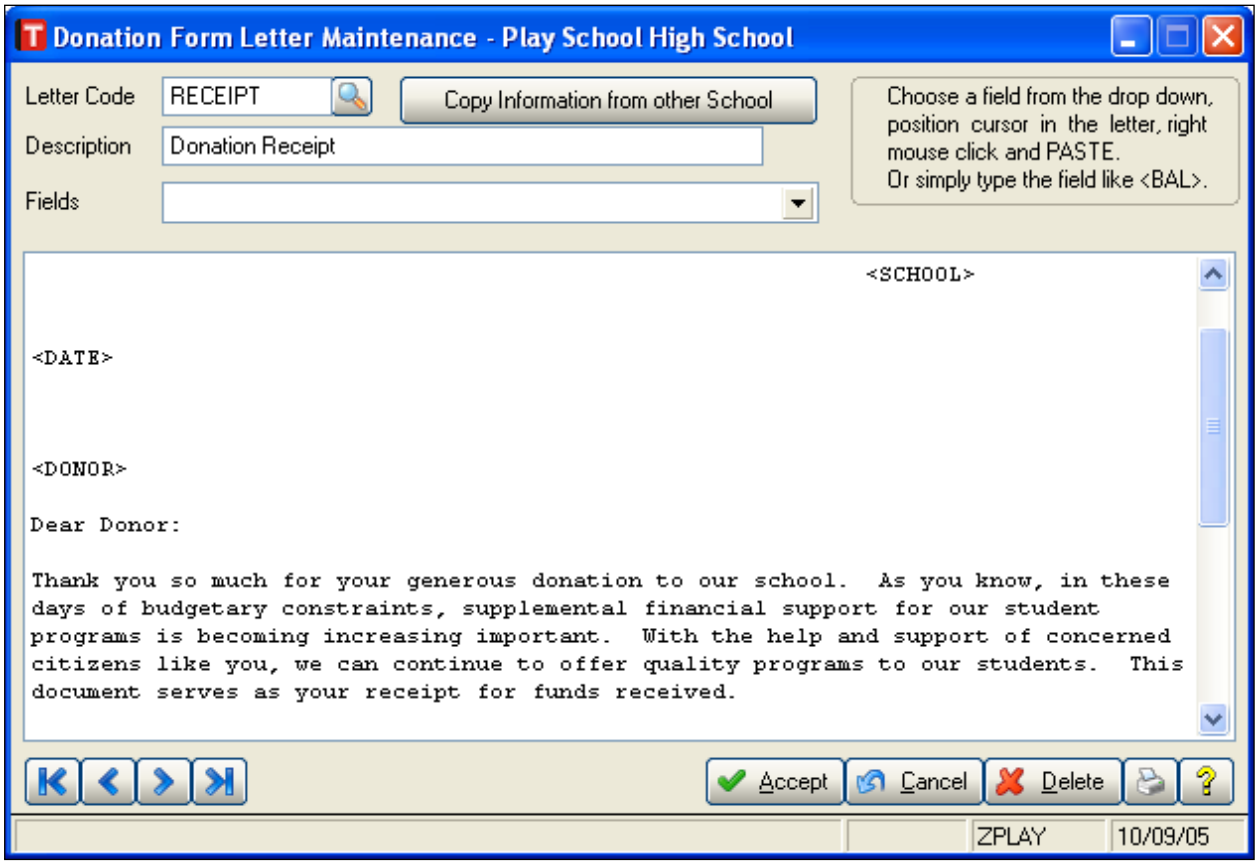
Remember Settings: Check this checkbox to have Tracks remember the settings next time you open this report.

Form Letter Maintenance - Donations

What does it do? All Form Letter Maintenance in Tracks works the same way. You can set up as many different letters as you want and save them for future use. There are three separate Form Letter Maintenance screens: one for regular charges and sales, one for Donations (this one), and one for communication about TexTrack books and charges. Tracks comes with a Form Letter called RECEIPT, shown below. This letter will print the school name and address, the donor's name and address, and a detailed list of donations received. You can write thank you letters, statements, and letters requesting additional funds.

Where is it? Go to Reports, Donation/Tax Credit Reports, and then choose Form Letter Maintenance.

Using the Screen


Donation Form Letter Maintenance - Play School High School
Letter Code
RECEIPT
Copy Information from other School
Description
Donation Receipt
Fields
Choose a field from the drop down, position cursor in the letter, right mouse click and PASTE.
Or simply type the field like <BAL>.
<SCHOOL>
<DATE>
<DONOR>
Dear Donor:
Thank you so much for your generous donation to our school. As you know, in these days of budgetary constraints, supplemental financial support for our student programs is becoming increasing important. With the help and support of concerned citizens like you, we can continue to offer quality programs to our students. This document serves as your receipt for funds received.
Accept
Cancel
Delete
ZPLAY
10/09/05

Letter Code: Enter a new code for your letter or select an existing code from the lookup.

Copy Information from other School: Click on this button to look up a school, and then select a form letter from that school to import here.

Description: Enter a description for this form letter.

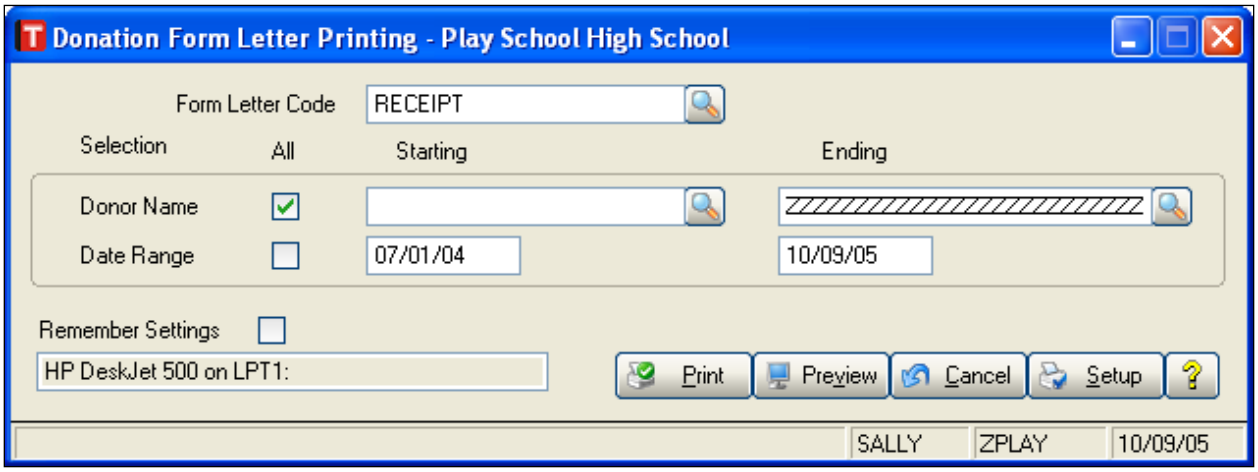
Fields: The fields available for this form letter are shown in the drop down window. To select a field for your letter, choose the field, then position your cursor in the letter, right mouse click and PASTE the field. You can enter as much text as you choose.

Form Letter Printing - Donations

What does it do? Use this screen to determine which Donation Form Letters to print and other options. You can print letters for a range of Donors and also select for a range of donation dates.

Where is it? Go to the Reports Menu, Donations/Tax Credit Reports, and select Form Letter Printing.

Using the Screen



Form Letter Code: Select a Form Letter Code for the letter you want to print. You must already have set up this letter in Form Letter Maintenance.

Donor Name: Leave the All box checked to print this letter for all donors, or enter a Starting and Ending Donor Name to restrict the selection.

Date Range: Leave the All box checked to print this letter for all donations regardless of date, or enter a date range. Tracks will only print letters for Donors whose transactions fall between the dates selected.

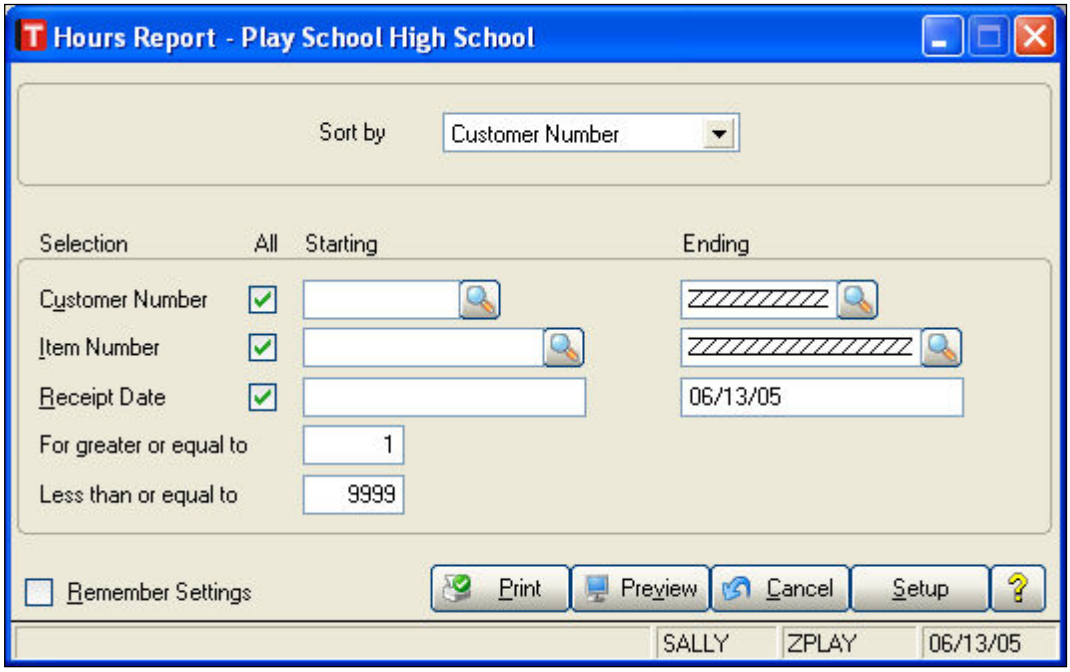
Volunteer Hours Tracking

Hours Reports

What does it do? The Hours Report allows you to report on Hours Type Items you have "sold" to Customers. For example, if you have set up an Item called "VOLLIB" for Volunteer Hours in the Library

Where is it? Go to Reports, Volunteer Hours Tracking, and select Hours Reports.

Using the Screen



Sort by: You can choose to sort your report by either customer number or item number.

Selection: Use the selection ranges to limit the number of letters you print by some criteria. Select either the entire range of customer names and item numbers or narrow it down to a smaller range or just one.

Customer Number: Leave the All box checked to print this form letter for All Customers or limit the form letter printing by entering a starting and ending Customer.

Item Number: Leave the All box checked to print this form letter for All item numbers or limit the form letter printing by entering a starting and ending number.

Receipt Date: Leave the All box checked to print this form letter for All receipt dates or limit the form letter printing by entering a starting and ending date.

For greater or equal to: If you enter a number here, the report will only print those customers who have been "sold" the same amount or more hours.

Less than or equal to: If you enter a number here, the report will only print those customers who have been "sold" the same amount or less hours.

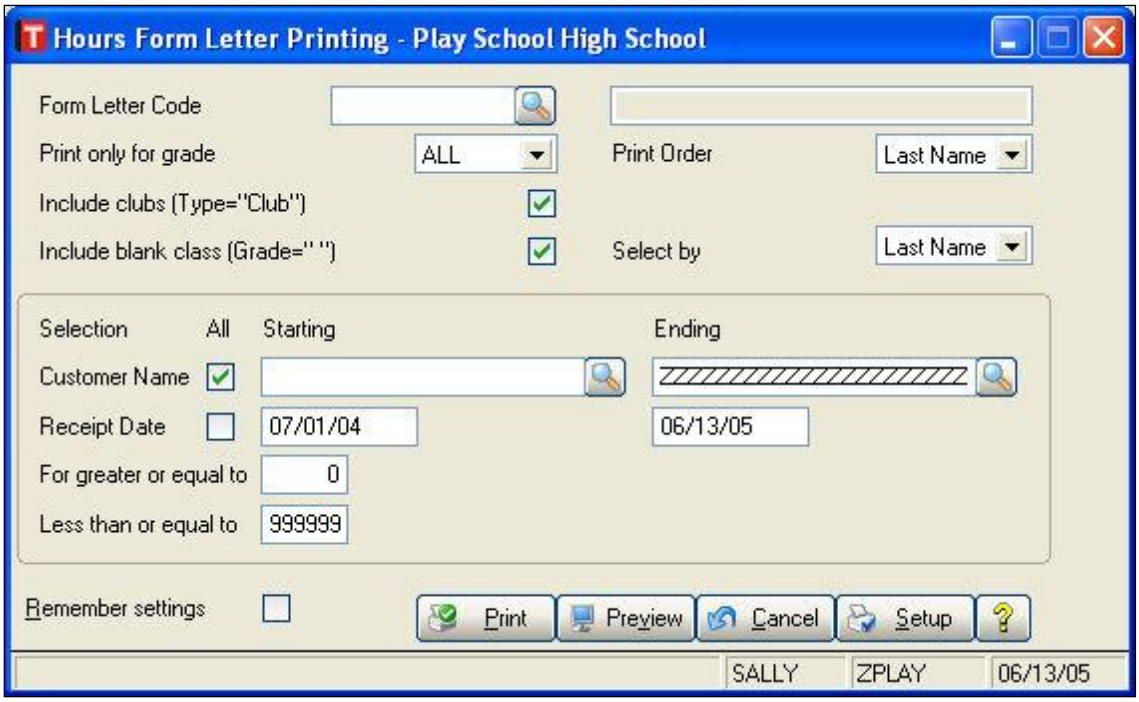
Remember settings: Check this box to have Tracks remember the settings you chose.

Hours Letters

What does it do? Once you have defined your letter in Form Letter Maintenance, use Hours Letters to select Customers for printing regarding the number of hours that they have been "sold".

Where is it? Go to Reports, Volunteer Hours Tracking, and select Hours Letters.

Using the Screen



Form Letter Code: Enter the code of the form letter you want to print.

Print only for grade: Leave the choice at the default ALL unless you want to limit the selection for a specific grade or class. If you do want to limit your selection to just one grade/class, make a selection using the drop down button.

Include clubs: Check this box to print letters for Customers that are Clubs. The letters will be printed for only Customers with a Customer Type of Club. Normally, you will only print form letters for Customers that are students.

Include blank class: Check this box to print letters for customers with a Class/Grade that is blank.

Print order: You can print the letters in order, either by Zip Code to facilitate mailing or by Last Name if you want to hand out the letters.

Remember settings: Check this box to have Tracks remember the settings you chose.

Select by: Choose to select a range of Customers below by choosing to select by Last Name or Customer number.

Selection: Use the selection ranges to limit the number of letters you print by some criteria. Select either the entire range of customer names and item numbers or narrow it down to a smaller range or just one.

Customer Name: Leave the All box checked to print this form letter for All Customers or limit the form letter printing by entering a starting and ending Customer. If you only want to print the letter for John Smith, enter John Smith.

Receipt Date: Leave the All box checked to print this form letter for All receipt dates or limit the form letter printing by entering a starting and ending date.

For greater or equal to: If you enter a number here, Tracks will print letters for those customers who have been "sold" the same amount or more hours.

Less than or equal to: If you enter a number here, Tracks will print letters for those customers who have been "sold" the same amount or less hours.

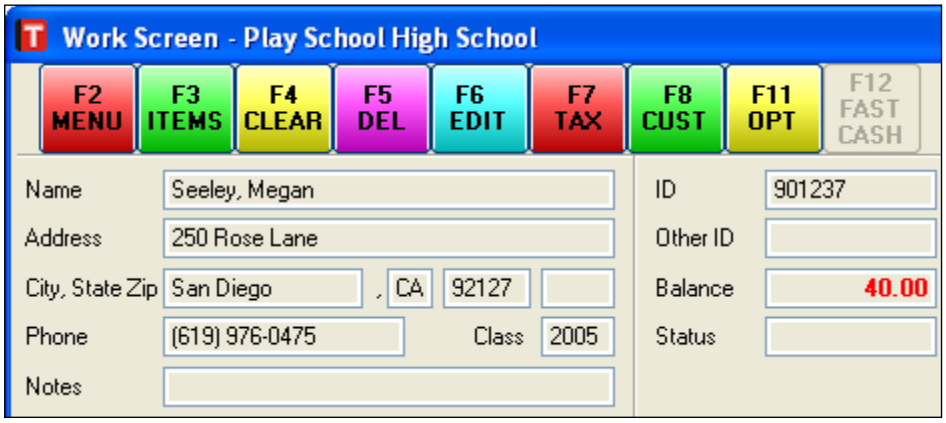
Chapter 10 – Collecting Money Owed

Tracks can help you collect money due from customers in several different ways. You can lookup checks returned for insufficient funds, print a report showing balances due, and even send out statements.

Entering Debts

You can set up Items for all the debts you want to collect. For example, you can set up Items for library fees and fines or lost textbook fees and fines. Let's assume you want to collect for library fines.

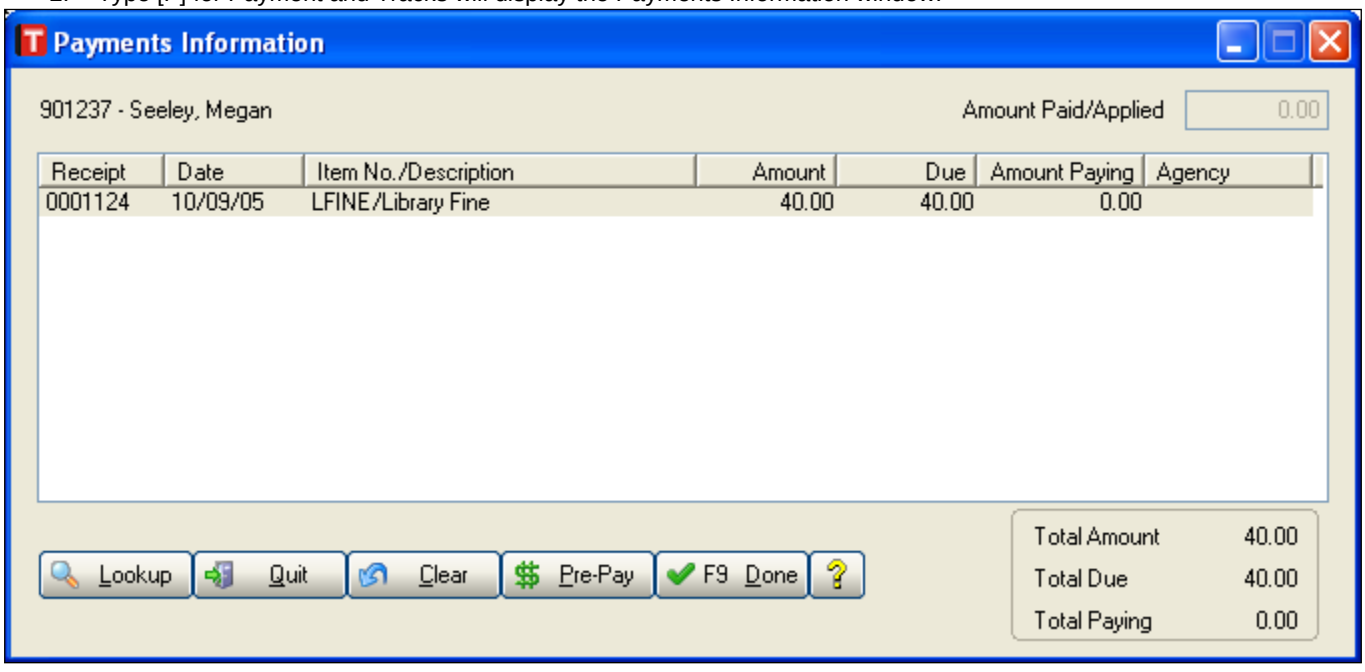
1. Set up an Item called LIBFINE. This Item will be a Service Type Item and have Customer Required and Prompt for Price turned on.
2. To enter a debt, bring the student/Customer up on the Work Screen. Sell them a LIBFINE and enter the amount. Let's assume it's $110. Choose Payment Type 6 – Charge to Account.
3. Now, when you bring that Customer back up on the Work Screen, Tracks will flash the Balance $110 in RED so you will know there is an outstanding debt.



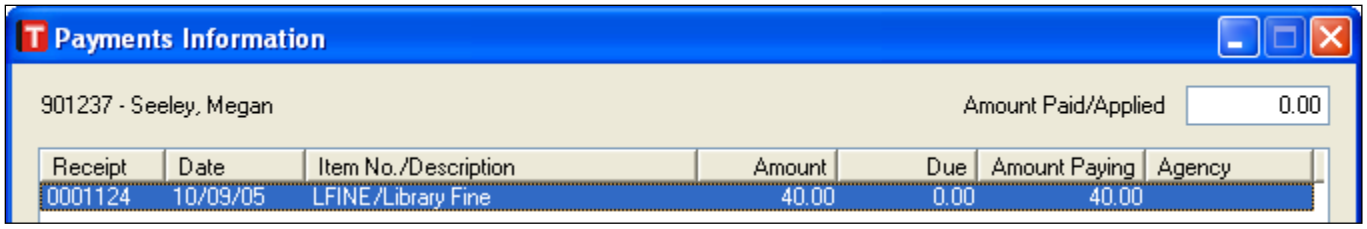
Accepting Payments Against Debts

It's easy to take a payment against a debt in Tracks. You can accept partial payments and apply the money to only the items you select.

1. Bring the Customer up on the Work Screen. Let's use Megan Seeley from the example above.
2. Type [P] for Payment and Tracks will display the Payments Information window.



3. Click on the items you want to pay and edit the amounts if you are only accepting a partial payment.



Check Lookup

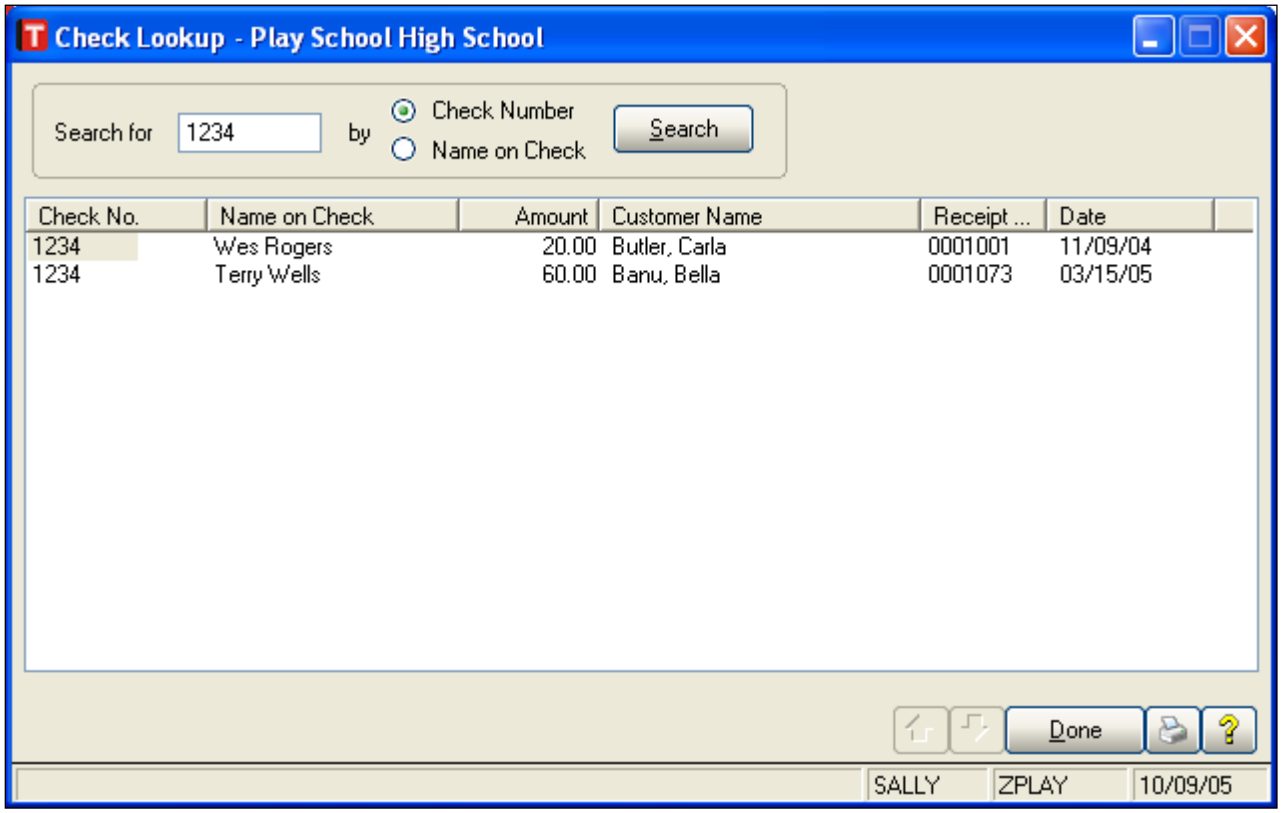
What does it do? The Check Lookup function allows you to look up checks by check number or the name on the check. You'll want to do this if a check bounces or is returned by your bank for any reason. The Check Lookup lets you find which Customer gave you this check.

Where is it? On the Customer Menu, select Check Lookup.

When a check is returned from your bank for non-sufficient funds or any other reason, it is vital that you know which Customer gave you that check. If you have entered the check numbers into Tracks at the time of sale, you can look up the check number and find the right Customer.

"Name on the check" usually refers to Dad and Mom Smith as opposed to Student Smith. Of course, you will only be able to look up using the name on the check if you actually entered the name when you accepted the check on the Work Screen.

Using the Screen



Once you have found out where the check came from, you can enter the information on the Customer's account. For more information about how to handle NSF checks in Tracks, see the detailed description in Appendix E.

Using the Print Button in Check Lookup

If you click on the Print button at the bottom of the Check Lookup screen, Tracks will print the Check Lookup Report, showing the items listed on the screen.

Form Letters

You can use the Form Letter function in Tracks to send statements to customers detailing amounts due. Design your letters using Form Letter Maintenance. Then go to Form Letter Printing to choose the customers for this particular mailing. Most users print form letters on plain white paper or letterhead and position the student name and address so letters can be mailed in a window envelope! You also have the option to send form letters via email.

See Form Letter Maintenance (on the Customer Reports Menu) to learn how to set up templates for your letters.

See Form Letter Printing (on the Customer Reports Menu) for information about printing and emailing form letters.

See Customer Maintenance – Contacts Tab for information about specifying contact information for Customers and parents. You can also enter email addresses here.

Chapter 11 – Special Functions

These functions are located on the Management Menu and are not generally used on a daily basis, but only as needed. These functions are designed to help you manage your system.

Data Conversion - Convert data from previous versions of Tracks.
Restore from Backup - Restore data from a Tracks backup.
Reprint Old Receipt - Reprint an old receipt on your receipt printer.
Import Student Pictures - If you want to view student pictures on the Work Screen and in Customer Maintenance, you can import pictures here.
Explode Kits in History - If you've sold a bunch of FALLCOMBO kit items, but forgot to set them up as a kit first, Tracks will let you save yourself with this utility.
Update Customer Balance Due - Tracks maintains a detailed debts file for each Customer and also stores the total due for each Customer in the CUST (Customer Maintenance) file. Sometimes, for reasons strange and bizarre, these two get out of sync. This utility lets you get them back in sync.
Dr. Download Annual Update - At the start of the new school year, you'll want to import fresh student data and clear out the history for the past year. This wizard walks you through the process of deciding what to keep and what to throw away. You can take the data file from your student information system and pull in those updated student records just like an old pro.
Save Prior Year Data - Of course, you'll probably want to save your prior year data before you wipe everything out for the upcoming year. This way, you can always go back to see every single transaction for any year – anytime you want.
Master Audit Report - This report shows detail of every single transaction by User, by Date, and by Receipt Number.
FundRaiser History Purge - Once a FundRaiser is closed, you've run all the reports, and the year is over, you can purge history from the FundRaiser transaction history file.
Utilities - have their own menu. See Chapter 12.

Data Conversion

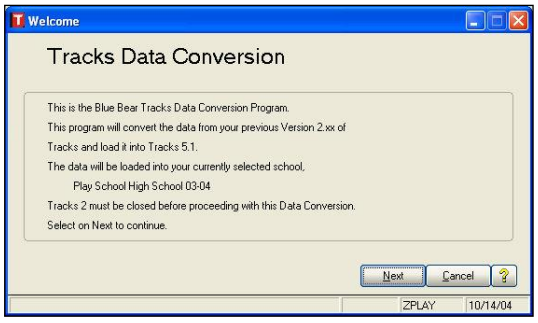
What does it do? If you have been using a prior version of Tracks, you'll need to run a data conversion when you begin using Tracks 5. Since the recommended program and data directory locations are different in Tracks version 5.1 and subsequent versions, the data conversion program copies the data from the old location to the new location. If your old Tracks software was previously installed in the normal manner, this utility will find it automatically and ask to confirm your data information and proceed to update to version 5.

Where is it? Go to the Management Menu, Special Functions, and select Data Conversion.

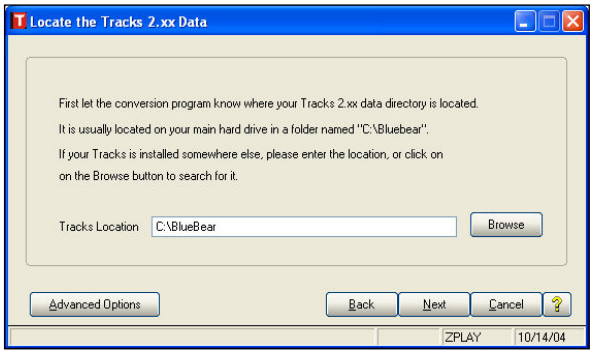
Note: This data conversion will not hurt your existing Tracks data. Tracks 5 uses a different location for programs and data. The new default location for your data folder is C:\Program Files\Bluebeard\TRDATA. Note that the old Tracks icon will be removed from your desktop, although you will still be able to access Tracks 2.x from your Program Files menu.

Before you begin: Set up your school in School Maintenance. Before you start, make sure you are currently in the right school in Tracks 5. In the example below, we're going to convert our old PlaySchool Demo Data to our new ZPLAY school. Note that Tracks displays the current User, School, and date at the bottom of the screen below.

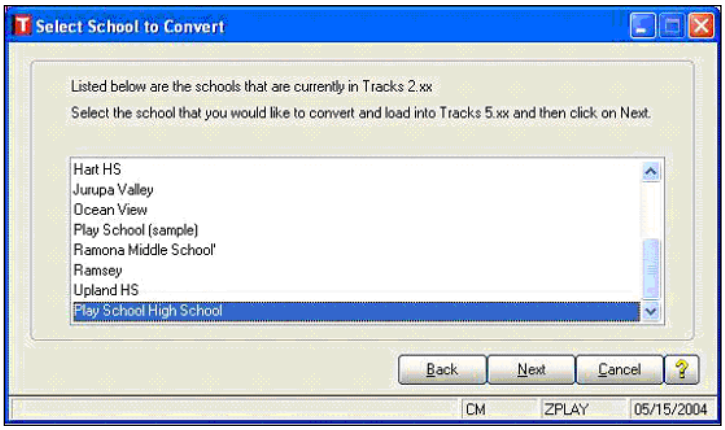
Using the Screen


Welcome
Tracks Data Conversion
This is the Blue Bear Tracks Data Conversion Program.
This program will convert the data from your previous Version 2.xx of
Tracks and load it into Tracks 5.1.
The data will be loaded into your currently selected school.
Play School High School 03-04
Tracks 2 must be closed before proceeding with this Data Conversion.
Select on Next to continue.
Next
Cancel
ZPLAY
10/14/04

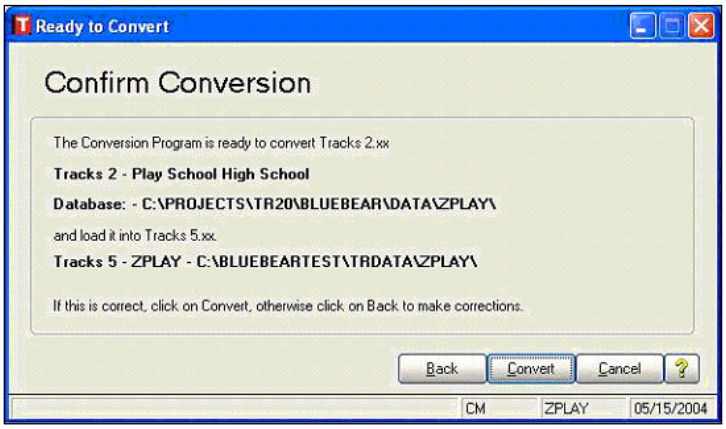
Tracks displays the first screen of the data conversion wizard. Your Tracks version 2 must be closed before proceeding. Click Next to proceed.


Locate the Tracks 2.xx Data
First let the conversion program know where your Tracks 2.xx data directory is located.
It is usually located on your main hard drive in a folder named "C:\Bluebear".
If your Tracks is installed somewhere else, please enter the location, or click on
on the Browse button to search for it.
Tracks Location
C:\BlueBear
Browse
Advanced Options
Back
Next
Cancel
ZPLAY
10/14/04

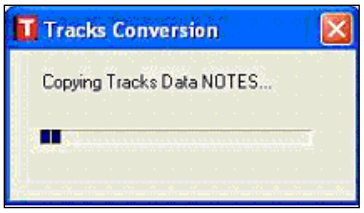
The program will now attempt to locate your existing data directory. If your Tracks data folder is in a different location, browse to find it, then click Next to proceed. The Advanced Options button allows you to convert from a data file or a backup zip file. Use these advanced features only if guided by a Blue Bear Support Analyst.



Select the school you want to convert from the school list. Click Next to proceed.


Ready to Convert
Confirm Conversion
The Conversion Program is ready to convert Tracks 2.xx
Tracks 2 - Play School High School
Database: - C:\PROJECTS\TR20\BLUEBEAR\DATA\ZPLAY\
and load it into Tracks 5.xx.
Tracks 5 - ZPLAY - C:\BLUEBEARTEST\TRDATA\ZPLAY\
If this is correct, click on Convert, otherwise click on Back to make corrections.
Back
Convert
Cancel
CM
ZPLAY
05/15/2004

Tracks now displays the “from” school folder and the “to” school folder. Click Convert to finally convert your data.



The program displays a conversion window.

When the conversion in finished, Tracks will display the screen above.

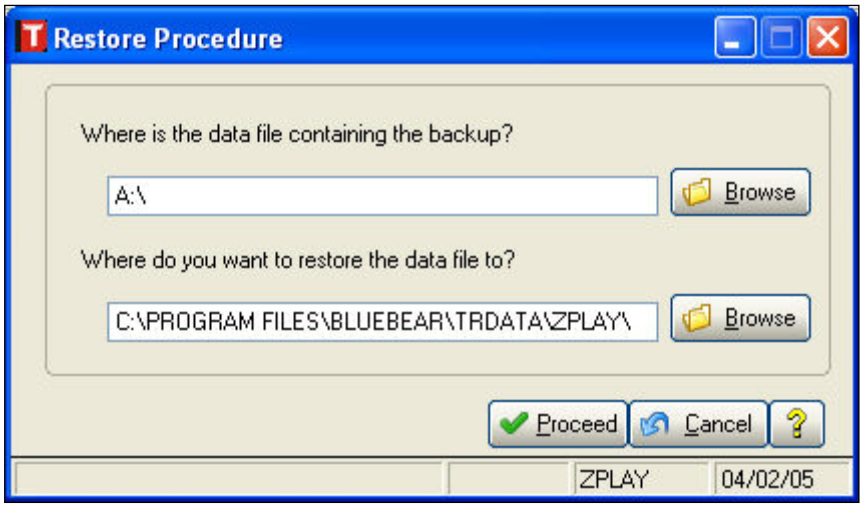
Checking your conversion: Run a couple reports in Tracks 2 and run the same reports in Tracks 5. The totals on the reports should be identical. If they are different, or if you have questions or concerns about whether your conversion worked smoothly, please call Blue Bear Support sooner rather than later.

Restore from Backup

What does it do? Use this screen to restore data from a Tracks 5.x backup. This utility will copy data from your backup on top of your existing data. It is NOT POSSIBLE to copy only part of the data off the backup disk. It's all or nothing!

Where is it? Go to the Management Menu, Special Functions, and select Restore from Backup.

Using the Screen



Where is the data file? Enter the path and filename or click the folder to browse to find the right file.

Where do you want to restore the data file? Tracks automatically displays the path for this school. You will generally just accept this default.

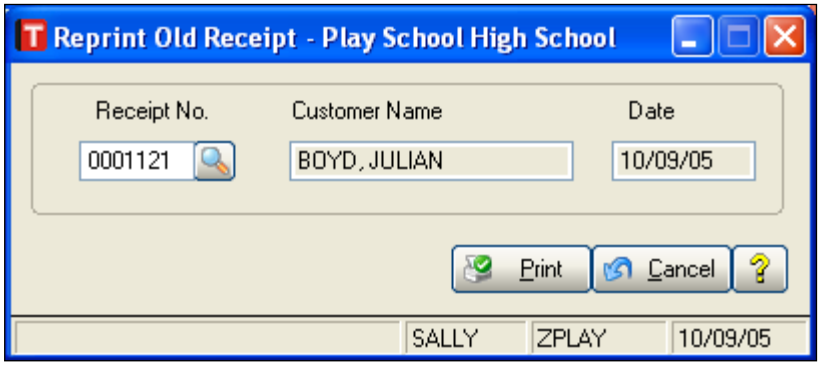
Warning: *Be careful here. If you restore an old backup from last February on top of your current data, you will have lost all your work since February. Your current data will be gone and you will be sad. It is imperative that you pay attention and think before you ever restore a backup data file. Your best bet is to consult another person to do a reality check before you do anything.*

Reprint Old Receipt

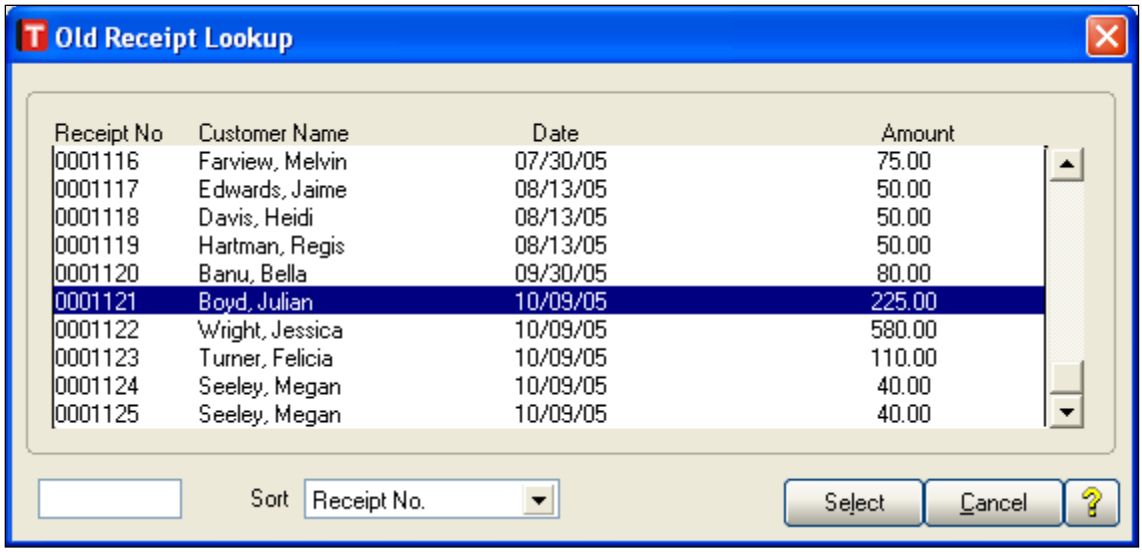
What does it do? When you need to reprint an old receipt from history, you can select the correct receipt from the receipt lookup and then print it. All receipts reprinted from this screen will have the word "Copy" printed on them – so you can tell them from the original. You can also reprint an old receipt from the Customer History screen.

Where is it? Go to Management, Special Functions, and select Reprint Old Receipt.

Using the Screen



Receipt Number: You can either enter the receipt number, if you know it, or find it by using the lookup button. All receipts are displayed as shown in the lookup window below.



Print: Click the Print button (as shown on the top screen on this page) to print the receipt to your receipt printer.

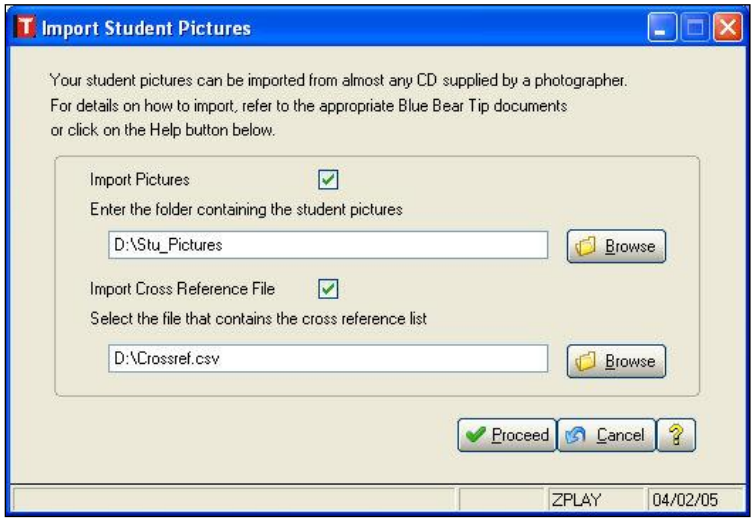
Import Student Pictures

What does it do? The Import Student Pictures utility allows you to import student pictures into Tracks. Using this program, you can import your pictures and a cross reference file that tells which picture belongs to which student. Tracks will update each Customer record with the correct picture cross reference. Pictures can then be displayed on the Work Screen when a sale is being made, and in Customer Maintenance, when reviewing a Customer record.

You can import pictures from virtually any source. Since each photography company has a different way of numbering pictures and creating a picture CD, we are developing a set of Photo Import Guides for many popular photography companies. Photo Import Guides for various photography companies and studios will be made available on our website at www.bluebearsoft.com. Or, you can call Support for guidance about your specific import.

Where is it? Go to the Management menu, Special Functions, and select Import Student Pictures.

Using the Screen


Import Student Pictures
Your student pictures can be imported from almost any CD supplied by a photographer.
For details on how to import, refer to the appropriate Blue Bear Tip documents
or click on the Help button below.
Import Pictures
Enter the folder containing the student pictures
D:\Stu_Pictures
Browse
Import Cross Reference File
Select the file that contains the cross reference list
D:\Crossref.csv
Browse
Proceed
Cancel
ZPLAY
04/02/05

Import Pictures: Check this box to import new pictures into Tracks. The program will create (or refresh) a directory called "Pictures" in the data folder for this school. For example, if you are importing pictures for ZPLAY, the program will create a Pictures folder in C:\Program Files\Bluebear\TRdata\ZPLAY.

Enter folder containing pictures: Enter the folder where the pictures are located. This will usually be on a CD. You can browse to find the picture folder.

Import Cross Reference File: Check this box if you want to import a Cross Reference file into Tracks.

Cross-Reference Layout Type: Select the layout type of the cross reference file. In the example above, we have selected Comma Separated – ID/Photo File.

Select the file that contains the cross reference list: Enter the name of the file that contains the cross reference list.

Proceed/Cancel: Click Proceed to begin the Import. Click Cancel to exit the program and return to the menu.

Explode Kits in History

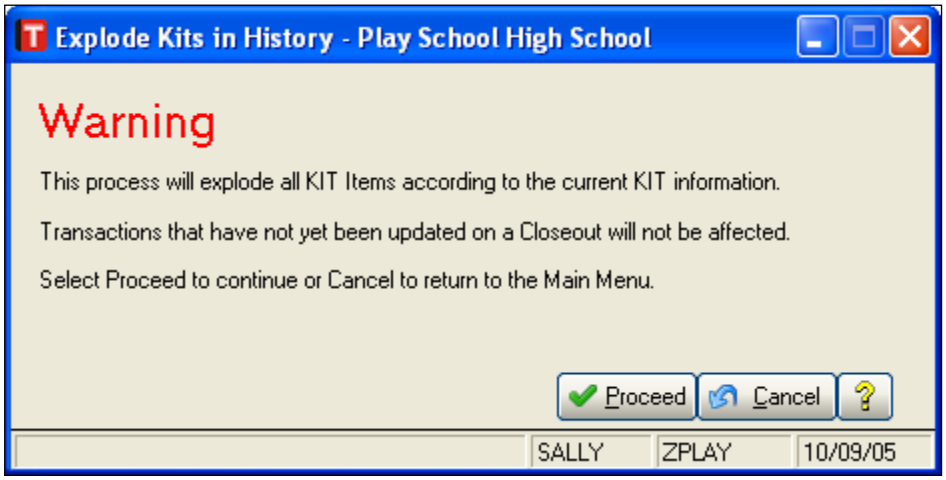
What is it? Use this option to correctly explode kits in history if you have made changes to your Kit Item or kit components AFTER having sold the kit Item.

Example 1: Assume you set up FALLPACK as a kit that includes a yearbook and a student body card. You sell FALLPACK to 500 students. Three days later you realize that PARKPERM should have also been a component of FALLPACK. You can simply add PARKPERM as a component (no $$$ of course) and then run this utility. Tracks will add PARKPERM to history for each student who bought FALLPACK.

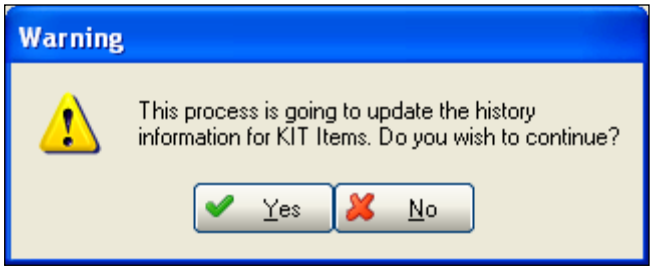
Example 2: Assume you set up FALLPACK, but forgot to set it up as a kit. You sell FALLPACK to 500 students. Three days later you run a list to see how many student body cards you've sold and there aren't nearly as many on the list as you think there should be. You check and discover you didn't make FALLPACK a Kit Type item. No problem! Go into Item Maintenance and make FALLPACK a Kit Item with the components yearbook and student body card. Then run this utility. Tracks will straighten out all the transaction history for each student who bought FALLPACK. You will probably need to make some transfers to straighten out your GL postings in SchoolBooks.

Where is it? Go to Special Functions and select Explode Kits in History.

Using the Screen


Explode Kits in History - Play School High School
Warning
This process will explode all KIT Items according to the current KIT information.
Transactions that have not yet been updated on a Closeout will not be affected.
Select Proceed to continue or Cancel to return to the Main Menu.
Proceed
Cancel
SALLY
ZPLAY
10/09/05

Proceed: Click proceed to run the program.



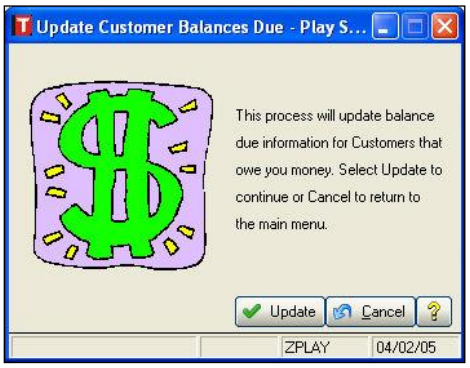
Tracks will display the warning above. Click "Yes" to continue or "No" to cancel.

Update Customer Balance Due

What does it do? Use this special function to update the Balance Due amount that is displayed on the History Tab in Customer Maintenance. Tracks will recalculate the total due for each Customer by looking at each outstanding item in the Accounts Receivable transaction file. You would only use this program if instructed to do so by a Blue Bear Support Analyst.

Where is it? Go to the Management Menu, Special Functions, and select Update Customer Balance Due.

Using the Screen


Update Customer Balances Due - Play S...
This process will update balance due information for Customers that owe you money. Select Update to continue or Cancel to return to the main menu.
Update
Cancel
ZPLAY
04/02/05

Dr. Download Annual Update

What does it do? Everyone must do a Dr. Download Annual Update before the new fiscal period begins. The Dr. Download Wizard will step you through the process of updating your database for the new school year. During this process, Dr. Download will load your new students, purge old data, and set Tracks up for the next school year. You will be asked to provide a data file of your complete student database for the NEW school year. You will also be asked some questions about how you want Dr. Download to set up your Tracks data for the NEW school year. This process could take up to 30 minutes so please ensure that you have enough time. You may need to help Dr. Download interpret the layout of your Student Database. Don't worry – You can cancel the process at any time! Follow the steps in the wizard! Please note: In order for Dr. Download to purge the seniors who have graduated and do not owe money, these seniors cannot be included in the student download.

What you'll need:

- A download file from your student database, using the file specifications outlined on Support Tip TR_116, How to Create a Student Download. Please give this specification sheet to the person who will be creating the file. It is very important that the file be in the exact format specified.
- A blank floppy disk.
- Make sure you are on the current version of Tracks.

Where is it? Go to the Management Menu, Special Functions and choose Dr. Download Annual Update.

Using the Screen

Detailed instructions are provided on the Dr. Download wizard screens, so they are not reproduced here.

Running the Program:

- From the Tracks main menu, go to Management Menu, Special Functions and choose Dr. Download Annual Update.
- This will launch a wizard that will walk you through the update process, step by step.
- Dr. Download – Wizard 5 screen. Assume you are running the Dr. Download wizard at the end of July. If you want to save transactions you've made for your new school year, enter a date here. For example, let's assume you are working in July 2006. You're about to do a Dr. Download for the 2006-2007 school year (your new school year). You want to get rid of history in the 2005-2006 school year, of course. But you've already done some pre-registration sales for your new school year. In this case, you'd enter "07/01/2006" in the field labeled "Save all transactions entered after this date," to save all history that has already been entered for this current year.

If you do not feel comfortable doing this process, please seek help from an Information Systems person at your school or district, or contact Blue Bear Support.

IMPORTANT! WE REQUIRE THAT YOU DO A BACKUP PRIOR TO RUNNING THIS UTILITY AND SUGGEST KEEPING THIS BACKUP IN A SAFE PLACE.

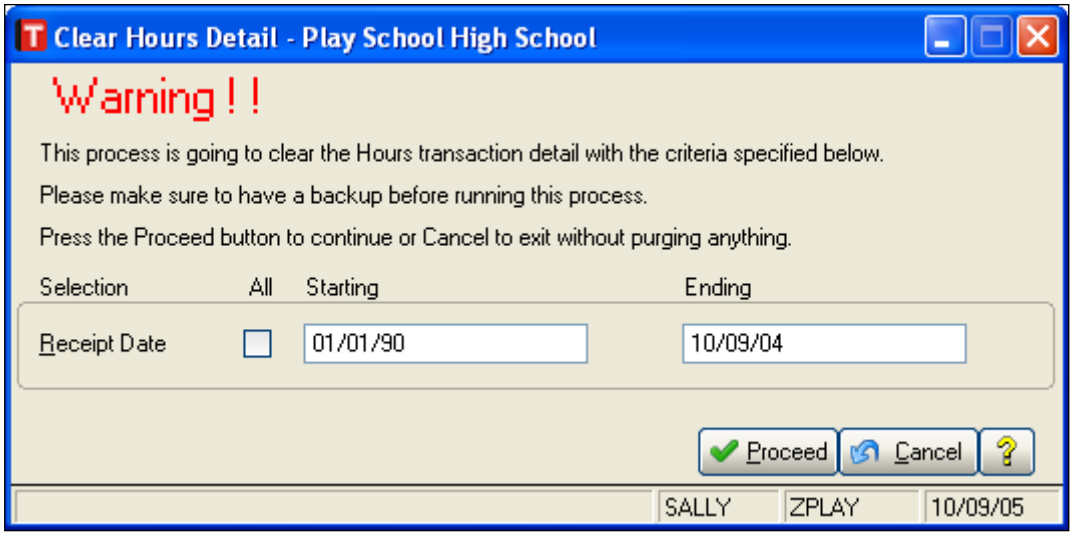
Please run your Dr. Download Annual Update at least 4 days before you start registration. This way, if you have any issues, we will be able to help you troubleshoot them and get them taken care of before registration. It is your responsibility to make sure that all of your data looks correct after running Dr. Download BEFORE you begin selling for next year.

Clear Volunteer Hours

What does it do? As the screen warns you, this screen will clear all the volunteer hours within the dates that you enter.

Where is it? Go to the Management Menu, Special Functions and choose Clear Volunteer Hours.

Using the Screen

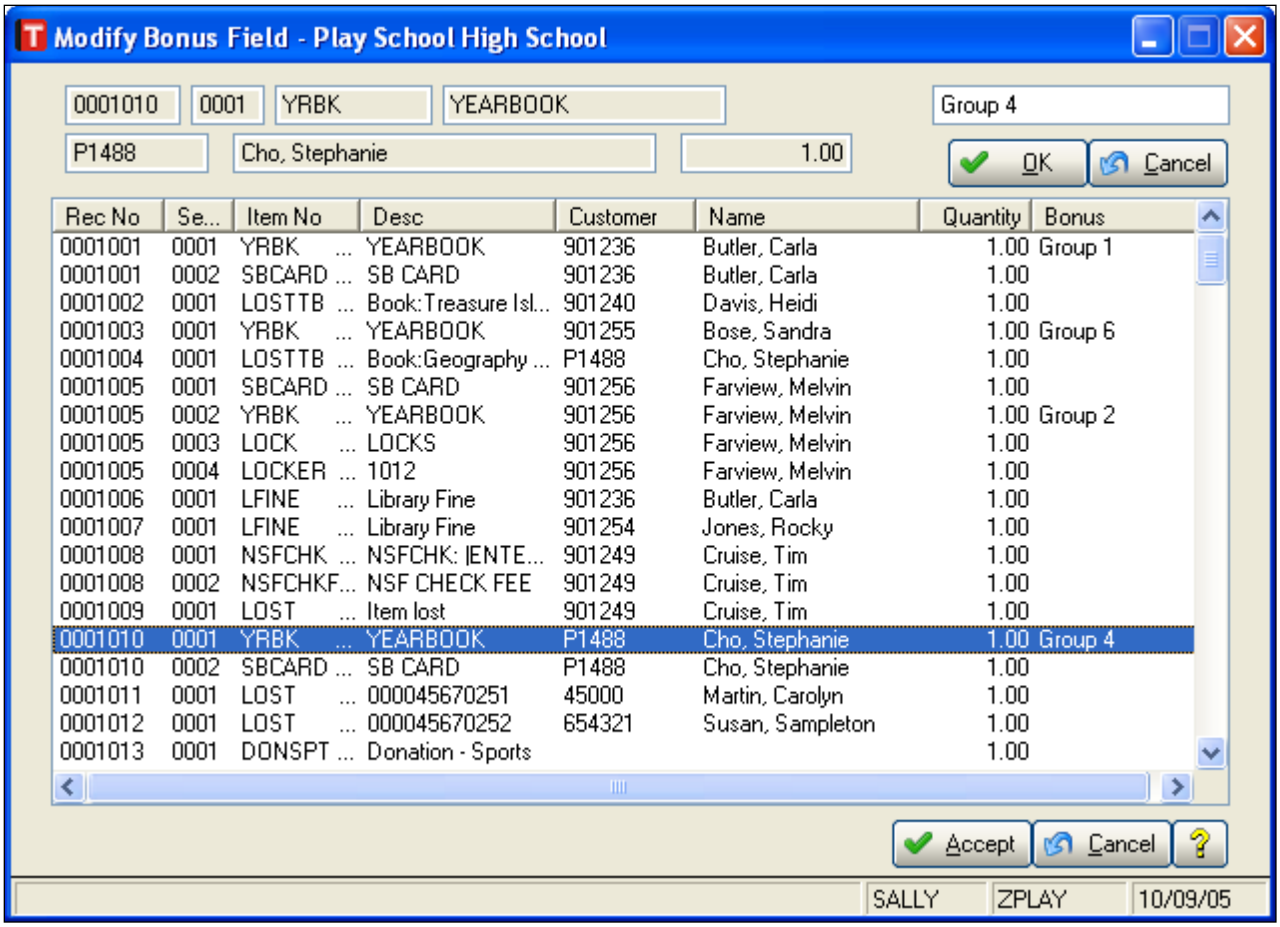


Modify Bonus

What does it do? The Modify Bonus utility allows you to change bonus field data that was entered at the time of the original sale. You may also add new bonus field data to existing receipts. Why is this important? Because maybe you were selling prom tickets and using the bonus field to enter the Bid number, and you made a mistake and entered the wrong number or didn't enter a bid number at all. This utility gives you the opportunity to enter the correct bid number in the bonus field. You will NOT be able to change anything else about the receipt.

Where is it? Go to the Management Menu, Special Functions, and select Modify Bonus.

Using the Screen


Modify Bonus Field - Play School High School
0001010
0001
YRBK
YEARBOOK
Group 4
P1488
Cho, Stephanie
1.00
OK
Cancel
Rec No | Se... | Item No | Desc | Customer | Name | Quantity | Bonus
0001001 0001 YRBK ... YEARBOOK 901236 Butler, Carla 1.00 Group 1
0001001 0002 SBCARD ... SB CARD 901236 Butler, Carla 1.00
0001002 0001 LOSTTB ... Book:Treasure Isl... 901240 Davis, Heidi 1.00
0001003 0001 YRBK ... YEARBOOK 901255 Bose, Sandra 1.00 Group 6
0001004 0001 LOSTTB ... Book:Geography ... P1488 Cho, Stephanie 1.00
0001005 0001 SBCARD ... SB CARD 901256 Farview, Melvin 1.00
0001005 0002 YRBK ... YEARBOOK 901256 Farview, Melvin 1.00 Group 2
0001005 0003 LOCK ... LOCKS 901256 Farview, Melvin 1.00
0001005 0004 LOCKER ... 1012 901256 Farview, Melvin 1.00
0001006 0001 LFINE ... Library Fine 901236 Butler, Carla 1.00
0001007 0001 LFINE ... Library Fine 901254 Jones, Rocky 1.00
0001008 0001 NSFCHK ... NSFCHK: |ENTE... 901249 Cruise, Tim 1.00
0001008 0002 NSFCHKF... NSF CHECK FEE 901249 Cruise, Tim 1.00
0001009 0001 LOST ... Item lost 901249 Cruise, Tim 1.00
0001010 0001 YRBK ... YEARBOOK P1488 Cho, Stephanie 1.00 Group 4
0001010 0002 SBCARD ... SB CARD P1488 Cho, Stephanie 1.00
0001011 0001 LOST ... 000045670251 45000 Martin, Carolyn 1.00
0001012 0001 LOST ... 000045670252 654321 Susan, Sampleton 1.00
0001013 0001 DONSPT ... Donation - Sports 1.00
Accept
Cancel
SALLY
ZPLAY
10/09/05

Sorting records: You can sort the receipt detail information shown by clicking on the column header. Click one time to sort in ascending order and again to sort in descending order. The little arrow in the header shows you which way the data is sorted.

Find the receipt you want and select it by clicking on it. When it is displayed in the editing area at the top of the screen, enter or change the Bonus Field data. Then click OK.

Accept: Hit the accept button to accept the changes you have made and exit the screen.

Cancel: Hit the cancel button to remove any changes you have made and exit the screen.

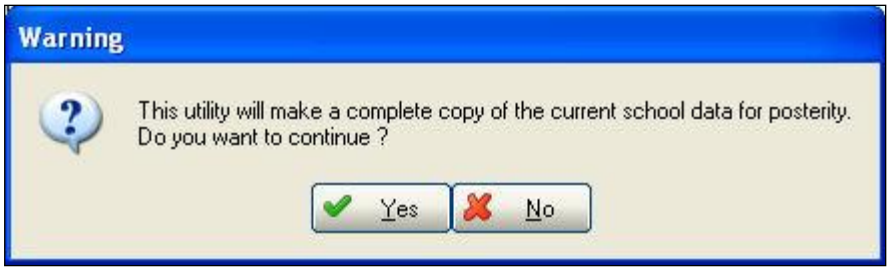
Save Prior Year Data

What does it do? Usually, you'll start over with fresh data at the start of each fiscal year. The students have all moved up a grade and you clear out old data except for amounts due. You don't really want to keep all the data about yearbooks you sold last year hanging around getting in the way of your current year data. But you would like to be able to refer to it sometimes, wouldn't you? This utility allows you to save a copy of your prior year data so you can refer to it later. You can actually make a copy of any school at any time; just to make sure however, Tracks will ask you during your Year End Processing if you would like to save your prior year data at that point.

Note: *You must do the Save Prior Year Data function BEFORE you do the Dr. Download procedure. If you do Dr. Download first, all the data you wanted to save from last year will already be gone. And you will be sad. Right?*

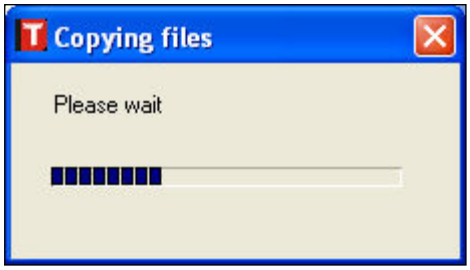
Where is it? Go to the Management Menu, Special Functions, and select Save Prior Year Data.

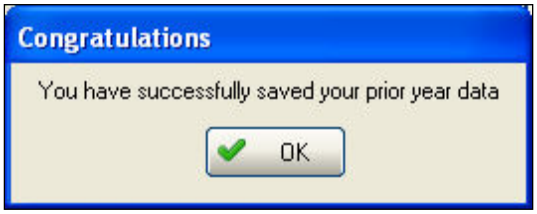
Using the Screen



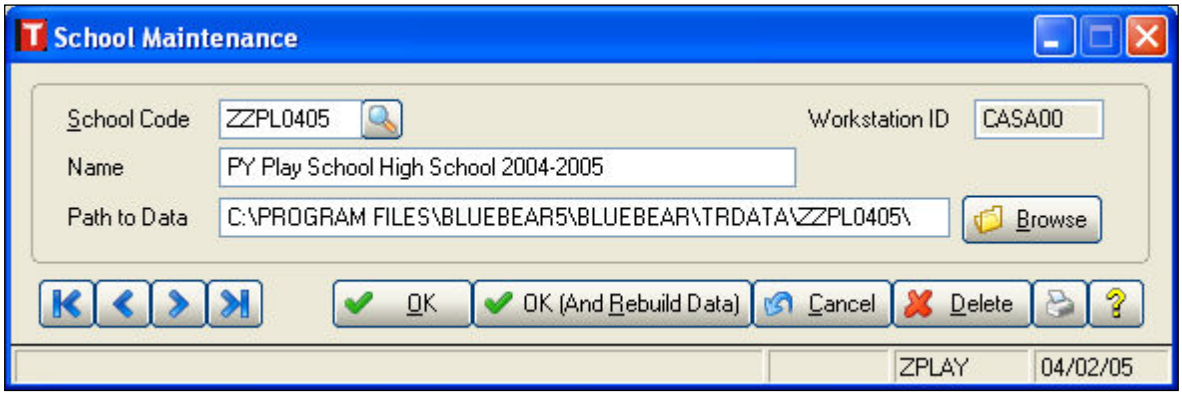
Choose “Yes” on the screen above to continue with the copy procedure.

You will be prompted to enter a School Code for this new prior year. We assume you want to keep your current School Code, so Tracks will take your current School Code and create something new, but unique. You can change it if you wish. In the example above, my school is ZPLAY. The program has put a “Z” in front of the code and added an “01” at the end. The “Z” will cause this school to sort at the bottom of the School Lookup list.





Once Tracks has created the new school ZZPLAY01, you should go to that school in School Maintenance and change the name to something like “PY PlaySchool High School – 2004-2005.”



We also recommend that you change the desktop color for this prior year school to a DIFFERENT color from your regular school. This will help warn and remind you that you are looking at prior year data. You may want to make it RED!

ACCESSING YOUR PRIOR YEAR DATA

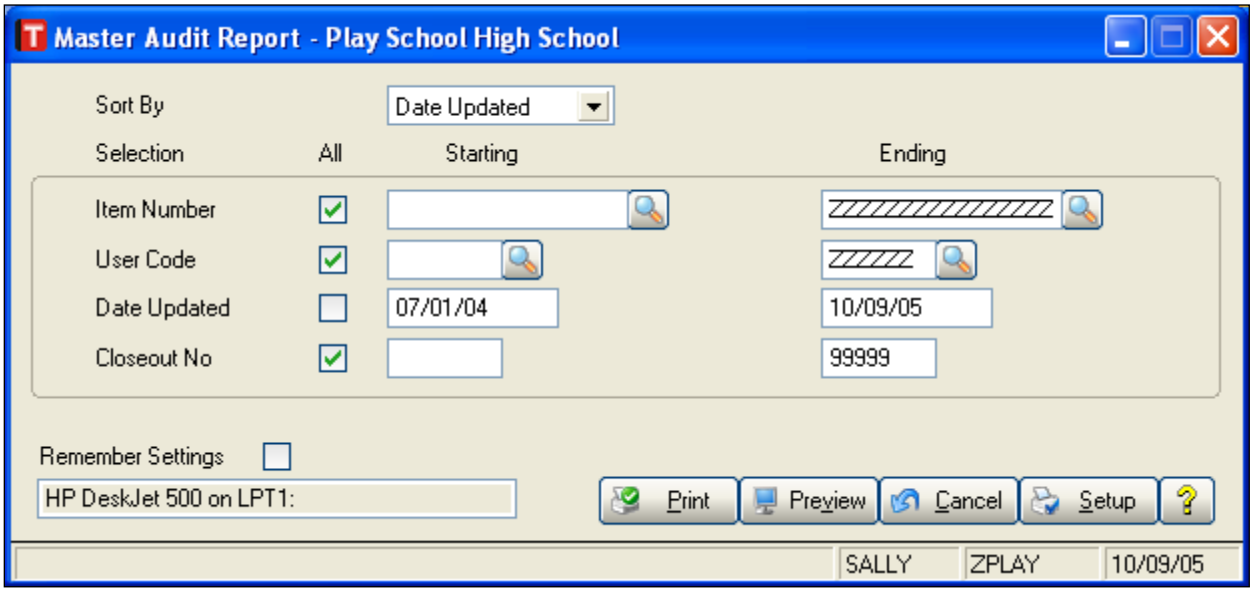
You can change to your prior year data school at any time. Go to the Daily Menu and choose Change School. Choose the school you want from the list.

Master Audit Report

What does it do? Every sales transaction in Tracks is marked with a date/time stamp (when the sale actually happened) as well as the User Code of the person making the transaction. The Master Audit Report allows you to view transactions by User, by transaction date, or by Item.

Where is it? Go to Management, Special Functions, and select Master Audit Report.

Using the Screen



Sort By: You can choose to have the records sorted by the date they were created, by Item number, or the User Code.

Item Number: Print all Item numbers by checking the "All" box or limit to a certain range of Item numbers by selecting starting and ending values in the appropriate fields.

User Code: Print all user codes by checking the "All" box or limit to a certain range of User Codes by selecting starting and ending values in the appropriate fields.

Date Updated: Print records from all dates updated by checking the "All" box or limit to a certain range of dates by selecting starting and ending values in the appropriate fields.

Closeout No: Print all Closeouts by checking the "All" box or limit to a certain range of Closeouts by selecting starting and ending values in the appropriate fields.

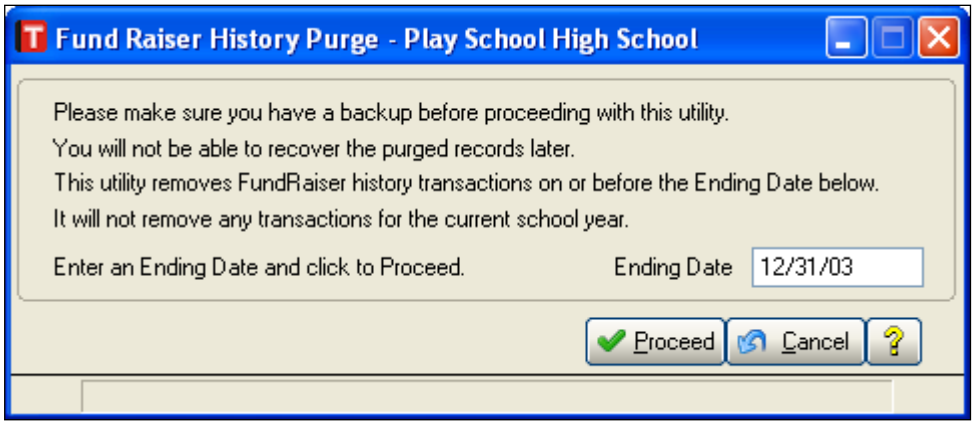
Remember Settings: Check this box to have Tracks remember the settings for the next time you open this report.

FundRaiser History Purge

What does it do? This utility allows you to clear out old FundRaiser history records.

Where is it? Go to the Management menu, Special Functions, and select FundRaiser History Purge.

Using the Screen


Fund Raiser History Purge - Play School High School
Please make sure you have a backup before proceeding with this utility.
You will not be able to recover the purged records later.
This utility removes FundRaiser history transactions on or before the Ending Date below.
It will not remove any transactions for the current school year.
Enter an Ending Date and click to Proceed.
Ending Date
12/31/03
Proceed
Cancel

Ending Date: Enter the date through which you want to clear history records. You can only pick a date that is before the start of your current fiscal year. The point of this utility is to allow you to clear out very old records from the file, but it will not allow you to purge anything from the current school year.

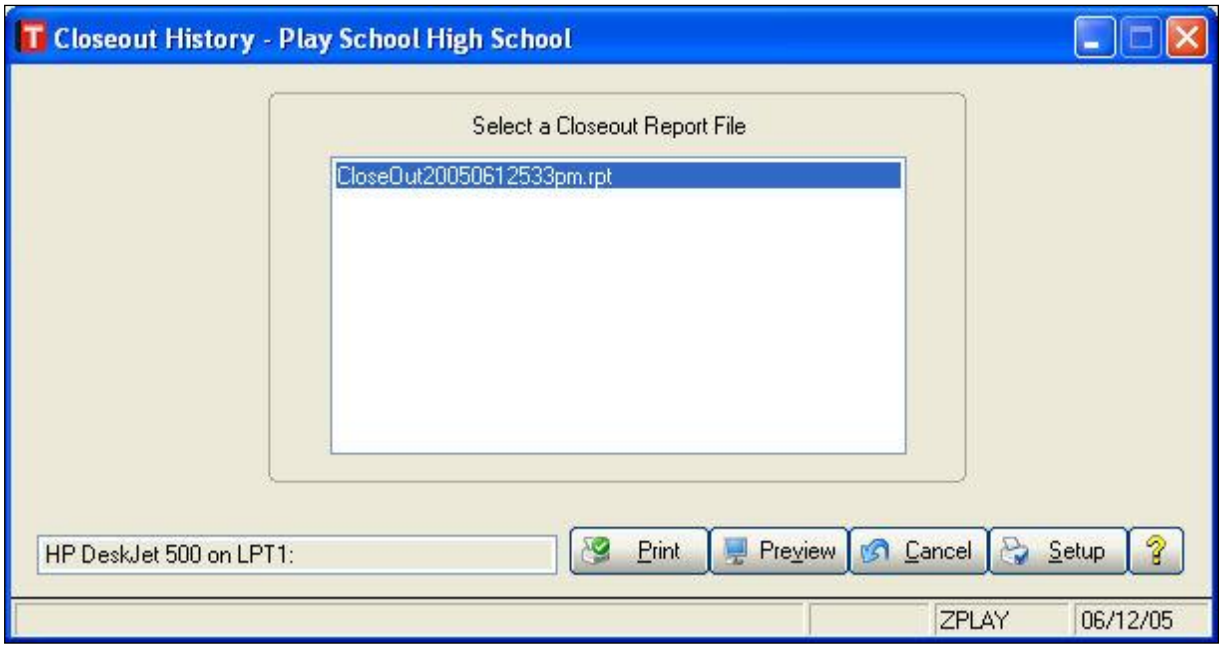
See also FundRaiser Maintenance.

Closeout History

What does it do? This allows you to reprint past Closeout Summary Reports.

Where is it? Go to the Management menu, Special Functions, and select Closeout History.

Using the Screen



Select the Closeout report file that you want to print and hit either the Print button to print or the Preview button to preview what it will look like.

Hint: *These are the actual names of the Closeout reports that you must choose. You can figure out which Closeout you want to print because the format is Year, Month, Day, Time. In the example above, the Closeout was done on 06/12/2005 at 5:33pm. (If you imagine spaces in the file name, it looks like this: Close Out 2005 06 12 5:33pm.)*

Chapter 12 – Utilities

This section discusses the utilities provided with Tracks. All utilities discussed in this chapter (with the exception of the Student Update Utility) are included with the Tracks program.

Student Update Utility - This utility updates your student database in Tracks. It is located on the Modules Menu, but is described here in the Utilities chapter. This is an add-on module available at an additional charge.
File Repair Utility - This utility can help repair damaged files. This utility should only be used with the assistance and under the supervision of a Blue Bear Support Analyst.
Key Repair Utility - This utility can help repair damaged files. This utility should only be used with the assistance and under the supervision of a Blue Bear Support Analyst.
File Analysis and Repair - This utility can help repair damaged files. This utility should only be used with the assistance and under the supervision of a Blue Bear Support Analyst.
Session Console - You can see who else is using what parts of the system.
Renumber/Merge - This function will be available in Summer 2005. If you need to renumber your Items or GL Accounts at the end of the year, you can use this utility to get things exactly the way you want them.
Import G/L from SchoolBooks - You can import your GL Accounts from SchoolBooks using this utility.
Re-Export to Accounting - You can re-export a Closeout to your accounting program (SchoolBooks or MAS 90) using this utility.
Customers to Price B - If you want to assign Customers a Price Level B when they purchase a student body card or sticker, but you forgot to set it up ahead of time, this utility can fix it all up for you. If you enter the correct Item in the School Settings options, then run this program, Tracks will change all the appropriate customers to Price Level B.
Run a Program - You can run a program within Tracks here. This utility should only be used with the assistance and under the supervision of a Blue Bear Support Analyst.
Reset Moved Screens - When you move a Tracks window on the screen, the program remembers where you put it. The next time you display it, that screen will show up in the same place. If you want to reset your screens to the default position, run this utility.
Export Student List - You can export a list of all your students to a text file. This is helpful when you need to upload your students into another program, like RevTrak.

File Repair Utility, Key Repair Utility, and File Analysis and Repair

WARNING: *These screens should only be used with the approval of and supervision by a Blue Bear Technical Support analyst.*

What does it do? These screens allow Blue Bear Technical Support to run special utility programs to repair damaged files. Do not use this feature unless instructed to do so by someone from Blue Bear. This program will be seldom, if ever, used and then probably directly by Blue Bear using Blue Bear Connect.

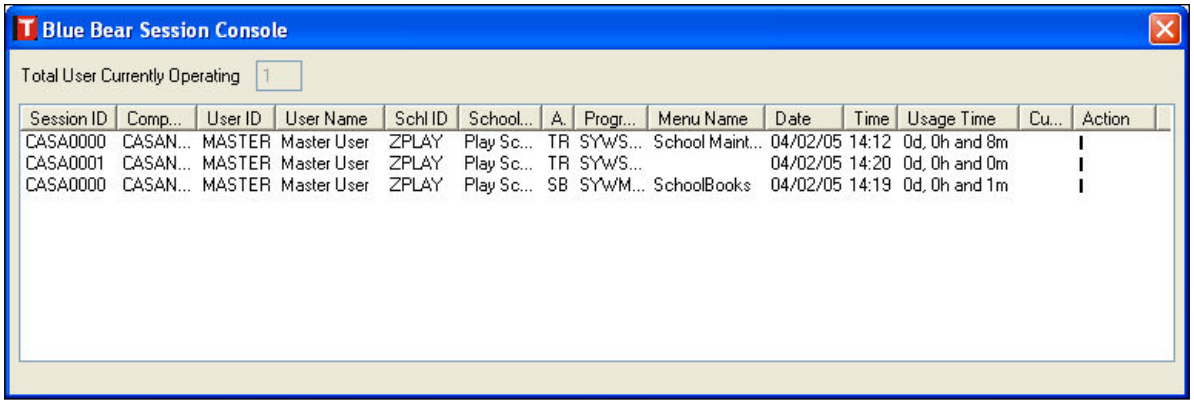
Where is it? Go to Management, Special Functions, Utilities, and choose the utility.

Session Console

What does it do? Session Console lets you see who else is on the system and what they are doing. The program displays all open sessions including the ones you started yourself. This is especially useful for multi-user systems.

Where is it? Go to Management, Special Functions, Utilities, and choose Session Console.

Using the Screen


Blue Bear Session Console
Total User Currently Operating
1
Session ID | Comp... | User ID | User Name | Schl ID | School... | A. | Progr... | Menu Name | Date | Time | Usage Time | Cu... | Action
CASA0000 | CASAN... | MASTER | Master User | ZPLAY | Play Sc... | TR | SYWS... | School Maint... | 04/02/05 | 14:12 | 0d, 0h and 8m
CASA0001 | CASAN... | MASTER | Master User | ZPLAY | Play Sc... | TR | SYWS... | | 04/02/05 | 14:20 | 0d, 0h and 0m
CASA0000 | CASAN... | MASTER | Master User | ZPLAY | Play Sc... | SB | SYWM... | SchoolBooks | 04/02/05 | 14:19 | 0d, 0h and 1m

Renumber/Merge

WARNING: This feature is currently disabled because of issues discovered during final testing. This feature is currently scheduled for release in the Summer 2005 version.

What does it do? This utility allows you to renumber and merge data for Items. Let's assume you set up an Item called "ARTFEE3" and then, forgetting you have already done this, you set up another Item called "ART3." You sell both of them before realizing your error. This utility allows you to merge the Item Maintenance records for these two Items into one.

Where is it? Go to the Management Menu, Special Functions, Utilities, and select Renumber/Merge

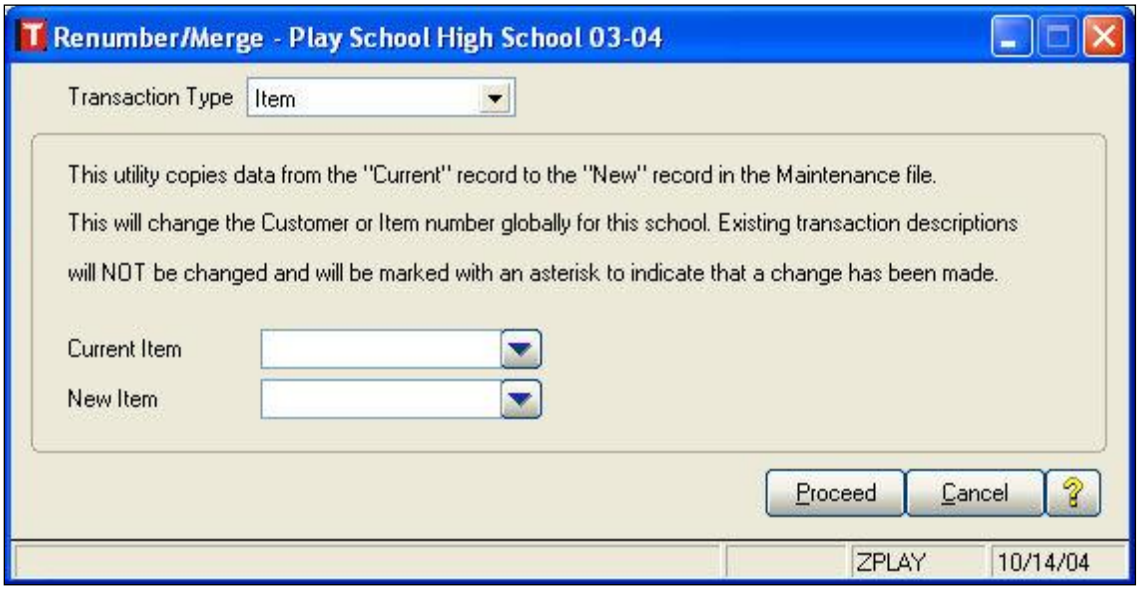
---

Hint: *If you want to see how this works in real life, try it out in PlaySchool first.*

Tracks warns you that you CANNOT UNDO this after it's done. You should ALWAYS have a current backup before doing this Renumber/Merge function. The default on this screen is "No." This means that you can't accidentally make a mistake. You have to make a decision to click on "Yes" to continue.

Warning
Make sure you have a good backup before running this utility. You can not UNDO this once it is done. Do you want to proceed?
Yes
No

Using the Screen


Renumber/Merge - Play School High School 03-04
Transaction Type
Item
This utility copies data from the "Current" record to the "New" record in the Maintenance file.
This will change the Customer or Item number globally for this school. Existing transaction descriptions
will NOT be changed and will be marked with an asterisk to indicate that a change has been made.
Current Item
New Item
Proceed
Cancel
ZPLAY
10/14/04

Renumber: You can use this utility to change an existing Item number to a new one. Simply enter the existing Item number in the Current Item field. Then type in the new Item number in the New Item field. It is not necessary to set up this Item in Item Maintenance first. The program will do the following:

1. Create the new Item automatically as part of this process.
2. Change the Item number on all existing receipt transactions in all history files.
3. Create a record of the change for audit purposes.

Merge: You can use this utility to merge two existing Items together. Enter the old Item number in the Current Item field. Then type in the new Item number in the New Item field. In this case, it is necessary to set up this Item in Item Maintenance first. The program will do the following:

1. Change the Item number on all existing receipt transactions in all history files.
2. Tracks combines all the Item transactions into the "After" Item number but keeps all the "Current" Item maintenance information.

Current Item: Enter the existing Item number you want to change.

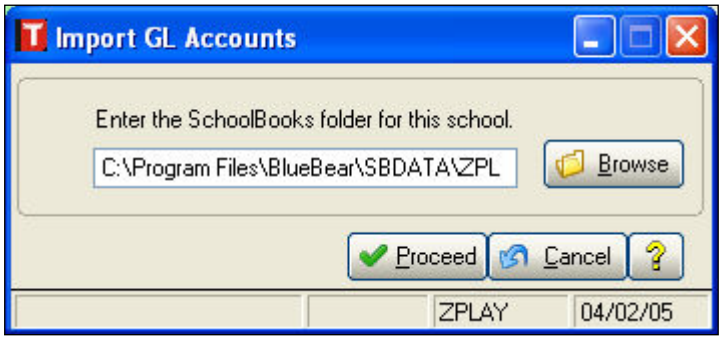
New Item: Enter the new Item number you want to change to.

Import GL from SchoolBooks

What does it do? This screen allows you to import all of your General Ledger Accounts from SchoolBooks into Tracks so that you do not have to enter them all separately when they are already perfect in SchoolBooks. Just select the path to your SchoolBooks data by selecting the Browse button and then hit the Proceed button.

Where is it? Go to Management, Special Functions, Utilities, and select Import GL SchoolBooks.

Using the Screen



You must set up the path to SchoolBooks on the School Settings/Integration Tab and turn on integration first.

Re-Export to Accounting

What does it do? When you perform a Closeout in Tracks, if you have the options set to export to SchoolBooks, the program automatically updates the TREXPORT file with data that can be imported into Blue Bear's SchoolBooks fund accounting software. There are several reasons why you may want to re-export that data:

1. Diskette Full: Users who export to a diskette sometimes encounter problems if the diskette is full or damaged. This utility allows you to re-export your closeout information so it can be pulled into SchoolBooks later.
2. Missing GL Account:
   - Let's assume you hadn't entered a GL Account on your Yearbook in Item Maintenance, and you just sold a whole bunch of yearbooks today.
   - Your Sales by Receipt Report (and the Closeout data) would not have the correct GL Account for Yearbook, because you didn't enter it.
   - Instead, Tracks will assign the GL Account found in School Settings on Closeout Tab 1 because it wants to put SOMETHING in the GL Account field.
   - But you have now discovered your error and you don't really want to post all those Yearbook sales to the wrong account, do you? Of course not.
   - You can go into Item Maintenance and put the CORRECT GL Account number on Yearbook.
   - Now when you print the Sales by Receipt Report again, the correct GL Account will show on all the Yearbook transactions.
   - And if you Re-Export to Accounting, the program will write out to the TREXPORT file with the correct GL Account for Yearbook.

Where is it? Go to the Management Menu, Special Functions, Utilities and select Re-Export to Accounting.

Using the Screen

Choose the Closeout you want to Re-Export. Closeouts are displayed in reverse order, with the most recent ones on the top of the list. Tracks will display this message, “Are you sure you want to re-export the closeout information to Accounting?” The default is NO. You must select YES for the program to continue.

IMPORTANT: When you re-export, you will now have TWO (or more) copies of this closeout data in your TREXPORT file. You have to be smart enough to only create ONE bank deposit, hopefully from the one with the most correct data. That means this: Tracks doesn’t keep track of how many times you send data over to TREXPORT. It doesn’t write over the data that was there before; it adds new records to the file. So when you look at the Import from Tracks function in SchoolBooks, stop and think. You’re going to do one of the following depending on what you had done before:

- You hadn’t imported into Bank Deposit Entry yet. So just import the right one.
- You had already imported into Bank Deposit Entry, but hadn’t updated the Bank Deposit Journal. The bad entry is still there. Go ahead and delete the bad entry and Import the good one into Bank Deposit Entry.
- You had already imported into Bank Deposit Entry and updated the Journal. So you need to reverse the deposit you just updated; you can just enter it again with negative numbers if you wish. Then Import the good one into Bank Deposit Entry.

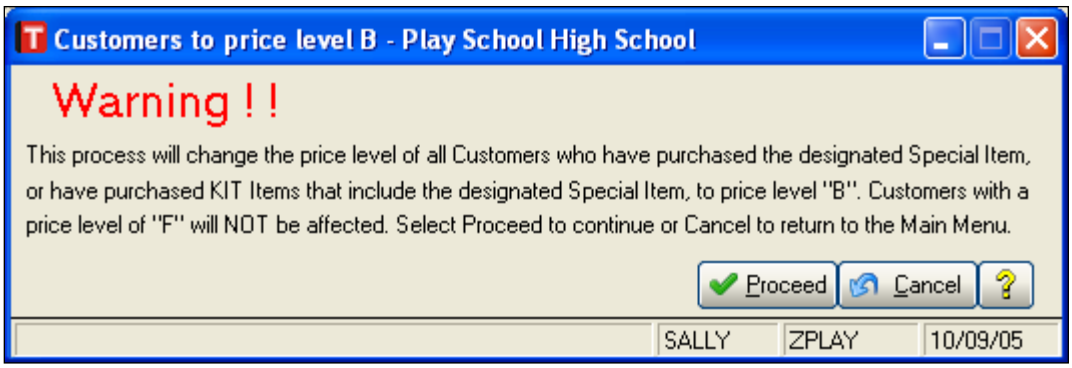
Customers to Price B

What does it do? This utility allows you to save yourself if you forgot to tell Tracks the Item Number for changing a Customer price level to B. If you give students with a student body card a discount on the sale of some items, you should have entered the Item Number for SBCARD on the Work Screen Tab in Management, Customize, School Settings:

But suppose you forgot to do this and went ahead and sold about 200 SBCARDs. Now you have students who bought an SBCARD, but Tracks didn’t change them to Price Level B because the program didn’t know it was supposed to. That’s what this program does. It searches through all the transactions in history, finds all the SBCARD transactions, and changes all the Customers who bought an SBCARD to Price Level B.

Where is it? Go to Management, Special Functions, Utilities, and select Customers to Price B.

Using the Screen


Customers to price level B - Play School High School
Warning ! !
This process will change the price level of all Customers who have purchased the designated Special Item, or have purchased KIT Items that include the designated Special Item, to price level "B". Customers with a price level of "F" will NOT be affected. Select Proceed to continue or Cancel to return to the Main Menu.
Proceed
Cancel
SALLY
ZPLAY
10/09/05

Everything is explained on the screen when you select the program. The program does not make changes to Price Level F because you will usually reserve that for Free and Reduced Students.

Run a Program

WARNING: *This screen should only be used with the approval of and supervision by a Blue Bear Technical Support analyst.*

What does it do? This screen allows Blue Bear Technical Support to run special utility programs which may be needed in troubleshooting. Do not use this feature unless instructed to do so by someone from Blue Bear. This program will seldom, if ever, need to be used and then probably directly by Blue Bear using Blue Bear Connect.

Where is it? Go to Management, Special Functions, Utilities, and choose Run a Program.

Reset Moved Screens

What does it do? This function will reset all moved Tracks screens. When you open Customer Maintenance (or any screen) in Tracks for the first time, the program displays it for you in the middle of your screen. You may move it around; you may grab it by the title bar and drag it down to the bottom of your screen so you have a clearer view of some other program. Well, Tracks remembers where you left it. And the next time you click on Customer Maintenance, the program (trying to be helpful) will bring it up exactly where you put it the last time. This is all well and good, but eventually, you may have various screens opening up all over the place and you decide to restore order. This utility resets all those remembrances of screen positions and allows Tracks to start displaying screens in the middle again.

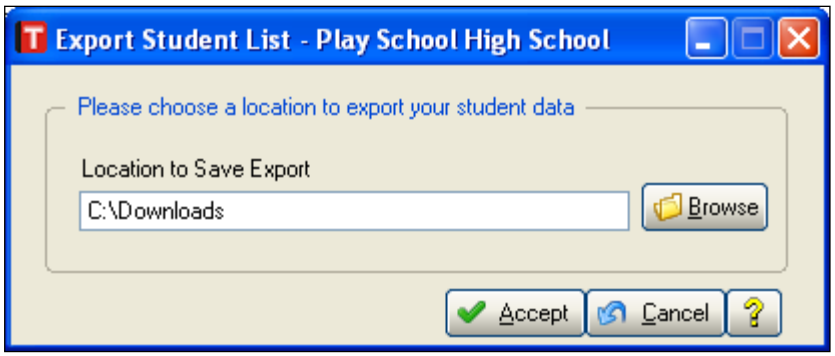
Where is it? Go to Management, Special Functions, Utilities, and select Reset Moved Screens.

Export Student List

What does it do? Sometimes it is useful to be able to export your student numbers and names on an "as needed" basis. This utility exports a list of your students to a text file so they can be uploaded into another program, like RevTrak. All you have to do is tell the program where you want it to put the file.

Where is it? Go to Management, Special Functions, Utilities, and select Export Student List.

Using the Screen

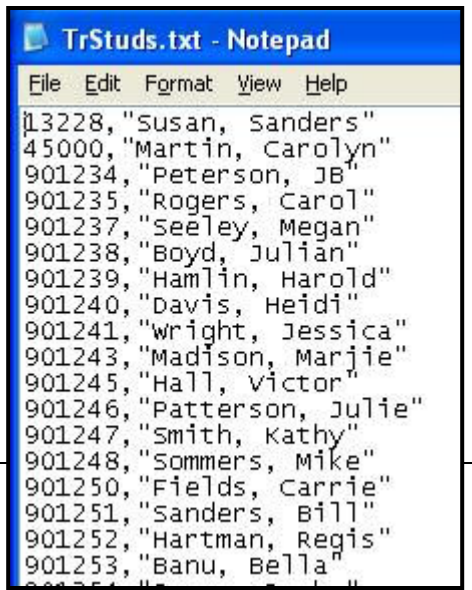


Location to Save Export: Enter the location of the folder or browse to find it.

Accept: Choose Accept to begin exporting the data.

Tracks will display a message like the following:

The data file looks like this:



Chapter 13 – How to Correct it When You...

This section provides some examples of how to make corrections for common selling mistakes. There is a way to fix everything. Go slowly and relax. If you make a mistake, it's not the end of the world. It's only bookkeeping. It can always be fixed.

Sold the Right Thing to the Wrong Student

1. Bring the wrong student back up on the Work Screen by typing "LC" for Last Customer.
2. Return the Item: Scan the Item, press "R" for Return, and complete the sale.
3. Now sell the Item to the right student.

Sold the Wrong Thing to the Right Student

1. Bring the student back up on the Work Screen by typing "LC" for Last Customer.
2. Return the item and sell the right one.

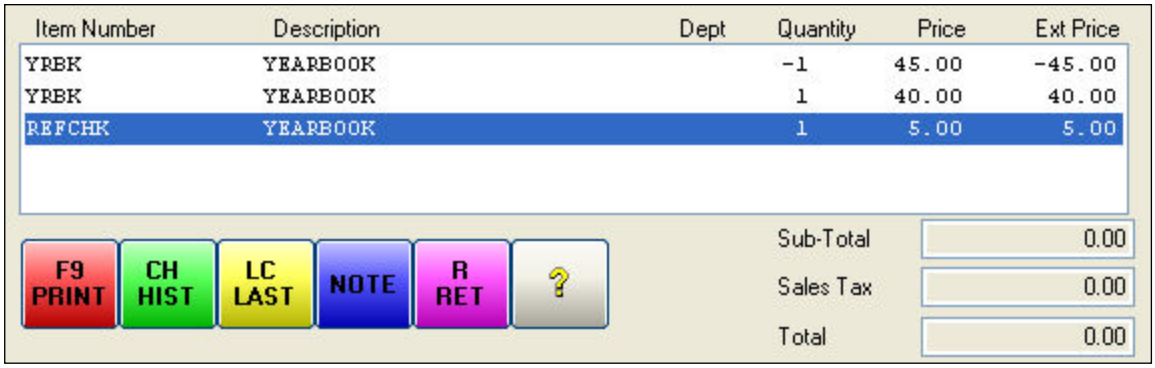
- Scan the wrong item bar code, and press "R" for Return. Tracks will change the quantity to -1.
- Now scan the right item bar code.
- If the items were for the same dollar amount, this new receipt will total zero.
- You've backed out the wrong item and sold the right item.

Sold Something for the Wrong Price

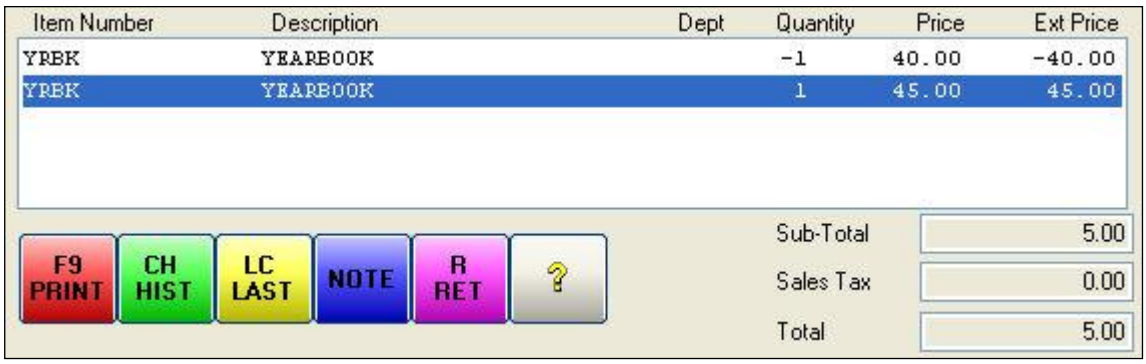
GENERAL THOUGHT: When you make a pricing error, whether it's over or under, your best bet is always to back out the entire amount and re-enter it with the correct amount. It is a BAD idea to do a transaction for the difference – don't do it. Why? Because you could end up with having sold 34 yearbooks at $40, 1 yearbook at $35, and 1 yearbook at $5. You are much better off to do a return for the mistake at $35 and a new sale at $40.

First, stop and think. Did they give you too much money or not enough?

Customer Overpaid: Suppose you sold a yearbook for $45 and it should have been for $40. You owe the student a refund of $5. You should return the yearbook at the incorrect price and sell it at the correct price. The total on your screen will be <$5>. If you're going to give back the cash, print the receipt (which will show a negative $5), and hand him a refund. If you're going to write a refund check, sell him a REFCHK Item for $5, making the receipt come out to a net of zero. See the example below.



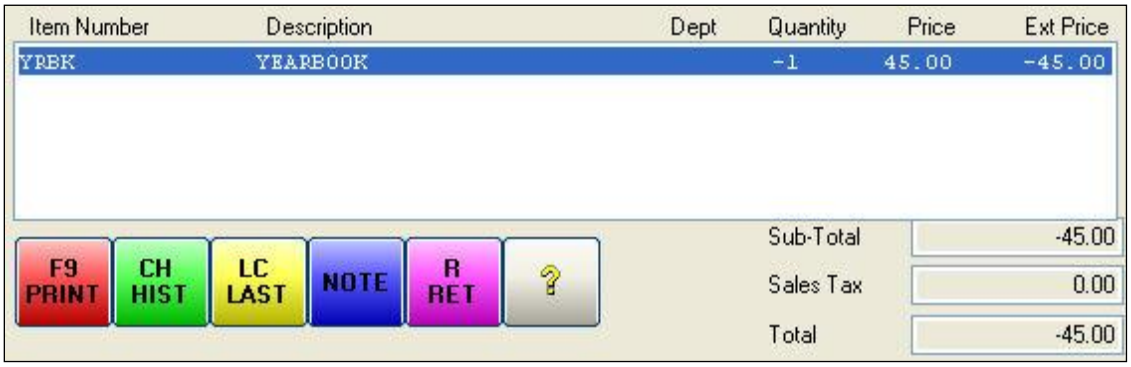
Customer Underpaid: Suppose you sold a yearbook for $40 and it should have been for $45.00 The student owes you $5. You should return the yearbook at the incorrect price and sell it at the correct price. The total on your screen will be $5. Click <F9> to complete the sale, and charge the $5 On Account. The student will now have a balance due of $5.



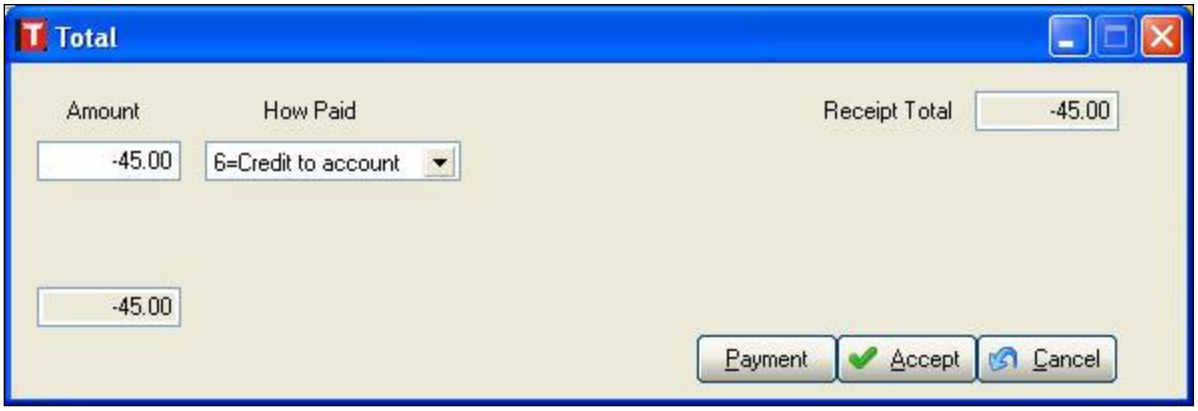
Sold Something on Account that the Student no longer wants

When might you want to reverse a charge on account? When you've put a debt on a student's account and it turns out they don't owe it after all. When the student has bought something on account, but hasn't received it yet and won't. For example, they bought a yearbook on account, but are now moving away and don't want to get a yearbook anymore.

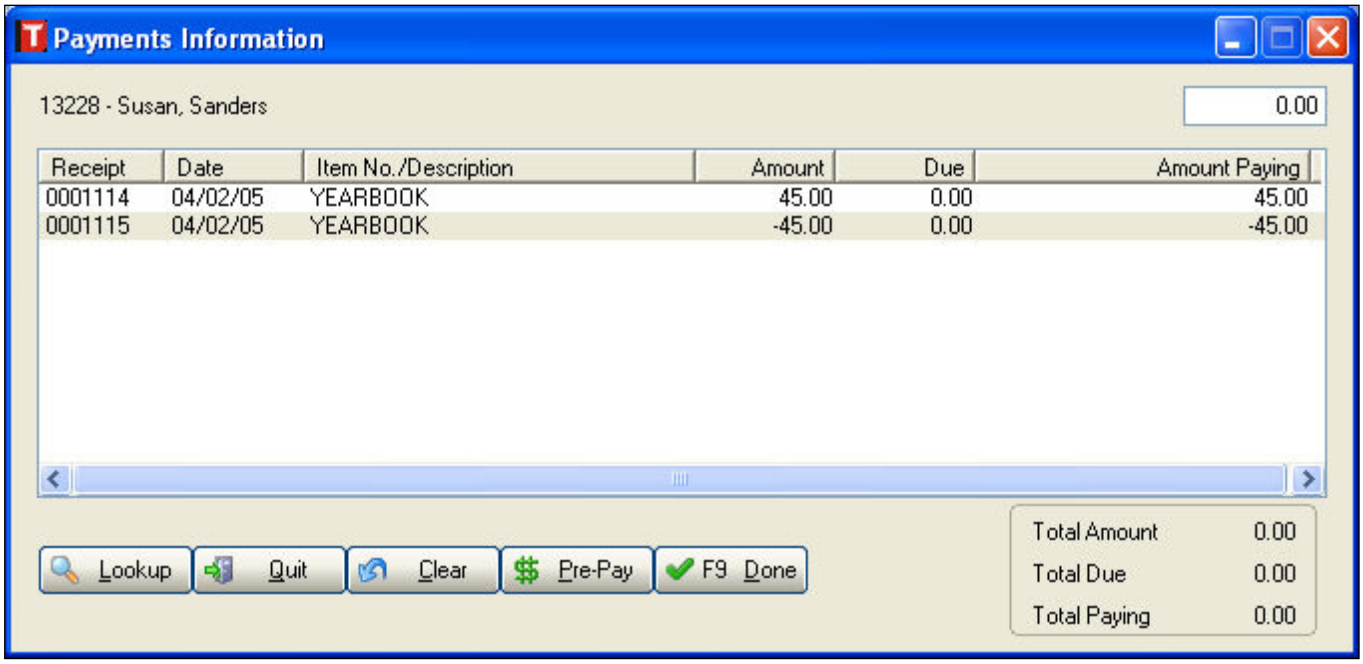
- The general idea is that you're going to return the item they bought for a credit and then apply that credit against the original charge.
- Bring up the student on the Work Screen. Scan the Item and press "R" to return the item.



The total due for this transaction is a negative amount. In the F9 payment window, choose #6 Credit to Account and click the Payments Button to apply a payment now.



On the payments screen, highlight the item being returned and the associated credit. The net total payment will be zero.



Hit <F9> to complete the transaction.

Note: *There is no effect to CASH in your drawer for this transaction. You should end up with 2 receipts: one for a negative $45 as a Credit on Account, and another for zero dollars Cash.*

Chapter 14 – "How to" Guide

This is the "How To" Guide or Frequently Asked Questions chapter. In this section, we include many of the common questions asked by Tracks users and at least one solution for how to deal with the challenge.

How to apply a credit against a balance due

1. Bring up the Customer on the Work Screen.
2. Type [P] for Payment.
3. In the Payment window, select both the credit amount and the items to be credited against.
4. They should offset each other, leaving a balance due of zero.
5. Press <F9> to complete the transaction and print a receipt. Even though you are not selling anything new, you still need to process a transaction.

For more information, see Charge to Account Sales.

How to assign students to a bus for a Field Trip

Set up an Item for the name of the field trip. We'll use Disneyland as our example, so set up the Item "DISNEY" and a separate Item for each bus (BUS1, BUS2, BUS3). Set up the bus Items as “Product” Type and enter the total seats on each bus in the Quantity on Hand field in Item Maintenance. All these Items should have the same Grouping Code, like “DIS.”

When you sell the student a ticket to Disneyland, also scan a bus Item. Each time you sell a bus seat, Tracks will deduct one from the Quantity on Hand and you will be warned when you have assigned all the seats on each bus. You will be able to print out a roster of everyone who should be on each bus by using a Grouping Report. Choose the Grouping Code “DIS” and enter “BUS1” in the Special Selection.

How to change a prom date

When Bill purchased his prom bid, he told you his date was Susie. They broke up and now his date is Mary. You can print a Grouping Report showing everyone who is coming to the prom, but you don’t want to have both Susie’s and Mary’s name on the list. You can select the option to “Omit refunded items from list” so that Susie won’t print and Mary will print.

In order to omit refunded items, the original Item description and the returned Item description must be identical. If you entered PROMGUEST description as Susie Smith when you sold the Item in the first place, you must refund it to Susie Smith, not Sue Smith. If you used the Item PROMGUEST, you must refund using the same Item, not a new Item called PROMGUESTWRONG.

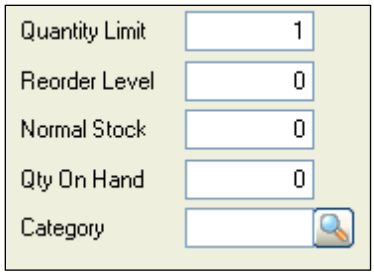
How to charge something on account

After you have pressed <F9> to complete the sale on the Work Screen, choose #6 Charge to Account in the Payment Transaction window.

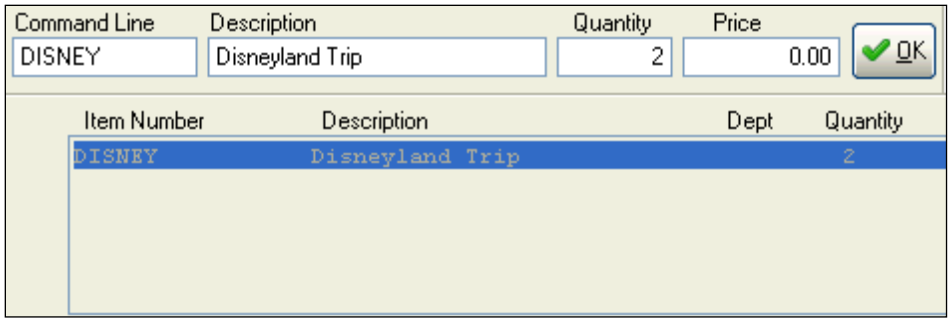
For more information on what this means, see Charge to Account Sales.

How to limit the quantity of something I sell to a student

To limit each student to only one dance ticket, enter a “1” in the Quantity Limit field in Item Maintenance for this Item.



If the student attempts to buy more than the number allotted, the system will warn you. You may choose to override this warning and sell the Item anyway by clicking yes, or you can cancel the sale by pressing no and returning to change the quantity on the Work Screen.



Quantity limit exceeded
The maximum quantity allowed for DISNEY (Disneyland Trip) is 1 and this customer has already bought 0.
Do you want to proceed anyway?
Yes
No

How to look up a returned check to find the Customer

When a check is returned, you want to know which Customer gave you this check.

Go to the Customer Menu and go to Check Lookup. You can look up checks by check number or payee (the name on the check). Enter the check number, press Enter, and you're set.

In the rare case you have two checks with the same number, written on the same date, for the same amount, you can look on the student record to look up the address or the parent's name.

How to prevent a student from buying anything

Tracks will not allow you to make sales to any Customer with a Status of Locked or Withdrawn. You can change the Status of a Customer by editing the record in Customer Maintenance or going to the Customer record from the Work Screen.

How to prevent a student from paying with a check

You have two options:

- The gentle way is to put a note on the Customer record saying “Cash Only.” Enter this in the Notes Field on the Customer Maintenance Main Tab Screen.
- The better way is to disallow checks for this Customer. Do this by putting a check in the “No Checks” checkbox on the Customer Maintenance Main Tab Screen.

Hint: *You can edit the Customer record by pressing <F8> when you already have the Student up on the Work Screen or by going directly to Customer Maintenance.*

How to return an Item for a cash refund

Take a moment to think: How does this return/refund affect the cash in my drawer? If you print a negative receipt, that means you took cash out of your drawer and it will reduce the cash in your drawer at the end of the day.

This option assumes that you're going to give the Customer a refund out of your cash drawer, right now! Unless the Customer just bought the item today, most schools will NOT refund money out of the cash drawer. Most schools want to issue a check for the refund/returned item. So, you will probably use this option infrequently.

1. If applicable, select a Customer.
2. Enter the item to be returned (scan the bar code label, type the item number or press <F3> to lookup the items). The item number and description will appear.
3. Type [R] Enter or select Return from the Other Options Menu. Tracks will change the quantity field to a negative number. If the quantity was "1", the changed quantity will be "-1". The amount of the receipt down in the right corner of the screen will show a negative number.
4. When all items have been entered, press <F9> to end the transaction. The Payment information window will appear.
5. Click Accept on the Payments window to complete the transaction and print a receipt.
6. Tracks will print a receipt and open your cash drawer so you can give the Customer their money back.

Remember: *When you are returning an item on the Work Screen **ALWAYS** make the **QUANTITY NEGATIVE, NOT** the **UNIT PRICE**.*

See Returns and Exchanges in Chapter 7 for more information.

How to return an item when you will issue a refund check

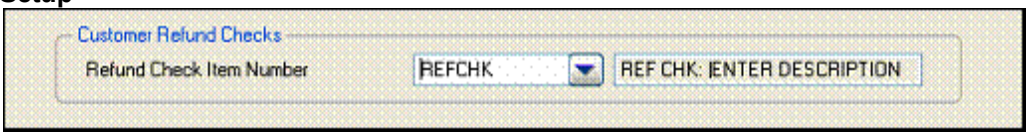
Think: How does this return/refund affect the cash in my drawer? If you don't give them cash back now, you need to produce a return receipt that does not affect the cash in your drawer, that is, a receipt that totals zero.

This option assumes that you're going to process the return now and eventually write a refund check to the Customer for the amount they originally spent. Set up an Item called REFCHK with Customer Required, Prompt for Price, and a GL Account that can be used as a clearing account, like Temp Clearing. If you do NOT have SchoolBooks, follow these steps:

- First, choose the Customer on the Work Screen.
- Then enter the Item to be returned (in this case YRBK). The Item number and description will be displayed.
- Type [R] Enter or select Return (the button on the bottom of the Work Screen). Tracks will change the quantity field to a negative number. If the quantity was "1", the new quantity will be "-1". The amount of the receipt down in the right corner of the screen will show a negative number.
- Now type REFCHK on the Work Screen. Edit the description to the reason for the refund and enter the correct amount of the refund to be issued.
- The amount of the receipt is zero. You have a negative YRBK line and a positive REFCHK line. They zero each other out. There is no effect on the cash drawer.
- Tracks will print a receipt and record the transaction, but no money changes hands.
- You can now print a report showing all the REFCHK Items sold. That's the list of refund checks you need to cut.

If you do use SchoolBooks, you can have Tracks automatically credit an invoice over in SchoolBooks for the amount of the refund check by following these steps:

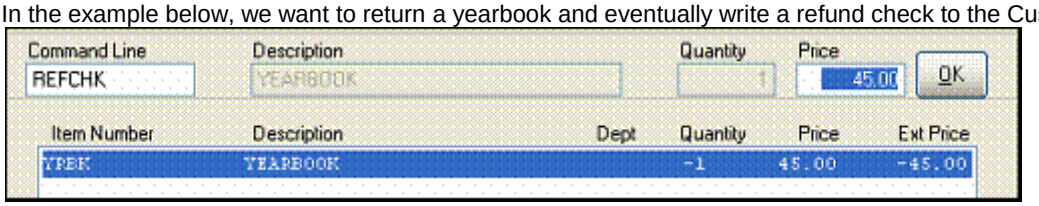
Setup



Enter your Refund Check Item Number on the Integration Tab in School Settings. Tracks will now know to create the SchoolBooks invoice when the program sees this Item Number.

On the Work Screen

In the example below, we want to return a yearbook and eventually write a refund check to the Customer.



- First, choose the Customer on the Work Screen.
- Then enter the item to be returned (in this case YRBK). The item number and description will be displayed.

- Type [R] Enter or select Return (on bottom of Work Screen). Tracks will change the quantity field to a negative number. If the quantity was “1”, the new quantity will be “-1”. The amount of the receipt down in the right corner of the screen will show a negative number.
- Now type REFCHK on the Work Screen. Tracks assumes you want to write a refund check for the item on the line above. Tracks automatically makes the description the same as the item above it on the screen, displays a quantity of negative 1 (or whatever the quantity is), and enters the amount.
- The amount of the receipt is zero. You have a negative YRBK line and a positive REFCHK line. They zero each other out. There is no effect on the cash drawer.
- Tracks will print a receipt and record the transaction, but no money changes hands.

See Returns and Exchanges in Chapter 7 for more information.

How to sell more than one item at a time

To sell 3 candy bars at once, type “3X” and then scan the bar code. Tracks will enter the line with a quantity of 3.

How to sell something that is not in stock

Seniors pay for their Senior jackets before we order them. Tracks displays a message “Quantity requested not in stock. Continue?” telling me I don't have any to sell. How can I sell something I don't have in stock?

You have two choices:

- You can set up SRJACKET as a Service. Inventory Items set up as a service do not have a quantity in stock. So, the computer won't warn you.
- Set the jackets up as a Matrix Item. Create a matrix for the different sizes and enter the quantities as "0". Each time you sell a jacket, Tracks will warn you that you are "out of stock." Tell the system that you want to sell the jacket anyway. When you are through with the sale, you can run a report that will give you a list by size of the number of jackets sold. You can place your order from this report.

Sell to a student who doesn't have an ID # yet

1. You have looked him up on the Work Screen and he does not exist in the system, so you need to ADD him as a temporary Customer. Let’s assume he’s Joe Smith.
2. With the Work Screen empty, type [AC] for Add a New Customer or press <F11> to access the Options Menu and click on [AC] there. Tracks will display the Customer Maintenance screen.
3. Enter a temporary number for Joe Smith (like T101) – you might want to keep a handwritten list next to your computer so you can see who has been assigned which temporary numbers.
4. Now just enter the first and last name of the student and click “Accept.” No need to get carried away with entering a bunch of information here – it just takes more time. His real information will be entered later on.
5. Tracks displays Joe Smith #T101 on the Work Screen and you can sell stuff to him. He takes his receipt and goes away happy!
6. Time passes.
7. Someone assigns this student a permanent number and they tell you about it.
8. Go into Customer Maintenance and add a new Customer for Joe Smith with his real Customer number and all the appropriate information. Save it by clicking Accept. (If you have Student Update Utility, this student will be added automatically when you update your student database.)
9. Now go into Customer Maintenance and pull up the temporary Customer for Joe Smith (T101) and click the Delete button.
10. Tracks will ask you, “Are you sure you want to delete this Customer?” Answer “YES.”
11. Tracks will ask you, “Do you want to move this Customer’s existing transactions to another Customer?” Answer “YES” and Tracks will display the Customer lookup window. Now choose the right Joe Smith.
12. Tracks will transfer the sales history from the old temporary Joe Smith to the new real Joe Smith.

How to set up staff as a customer

If you want to track which members of the staff have purchased yearbooks, you must set them up as Customers. We recommend that you set up your clubs and trust accounts as Customers with “ZZ” preceding the Customer number and name so that non-students will not be sorted in with “real” students. You may want to have staff members begin with “XX” or something that will keep them grouped together and yet have them accessible.

How to set up an Item for a dance

Go to Item Maintenance and add the Items. Let’s assume you want to sell tickets to prom. You might set up the following items:

- PROMS – Prom Single Ticket – Price $30.00
- PROMD – Prom Double Ticket – Price $60.00
- PROMG – Prom Guest – Price $0

Be sure to enter the same Grouping code for all Items which pertain to the same function. Then you will be able to print a Grouping Report showing everyone who is going to the dance with his or her date's name.

Using the Bonus field: You can use the Item Bonus field for tracking bid numbers or the guest's name if that works better for your school. Your best bet is to go into ZPLAY (PlaySchool) and try a particular setup to see how it works and if the reports will work for you. Try adding the Bonus Field to PROMD. Call it "Guest" and sell a couple of them. You'll see how Tracks will display the Bonus field window so you can enter the name at the time of sale. Then try printing a Sales by Grouping Report; for Additional Fields, choose "Bonus Field Info" and see what you think. Another thought: You might also use the Bonus field for the Guest's phone number.

How to set up an Item for a parking permit

To use the parking permit/vehicle tracking option, you must set up an Item with an Item Type of Vehicle. See the example in Item Maintenance by clicking here. When you sell this Item on the Work Screen, Tracks will display a form to be filled out with information about the vehicle. It is not necessary to complete all the information in the form at the time of sale. You can edit information like License Number, Make, Model, and Color later on in Vehicle Maintenance.

You can sell your PARK Item to both students and faculty/staff. Or you can have a separate Item like PARK for the students, and PARKFS for faculty/staff.

See Vehicle Tracking in chapter seven for more information.

How to set up sports eligibility items

If you want to set up items

- Set up your Items in Item Maintenance first.
  - If you plan to track clearance for football, soccer, and swimming seperately, you'll want to set up separate Items for each one (FTBL, SOCCER, SWIM).
  - If you just track Fall clearance, simply set up FALLCLEAR.
- Then you need to create your subsidiary Items too! They might be PHYSICAL, GRADECHECK, PARENTCONS, INSUR, etc.

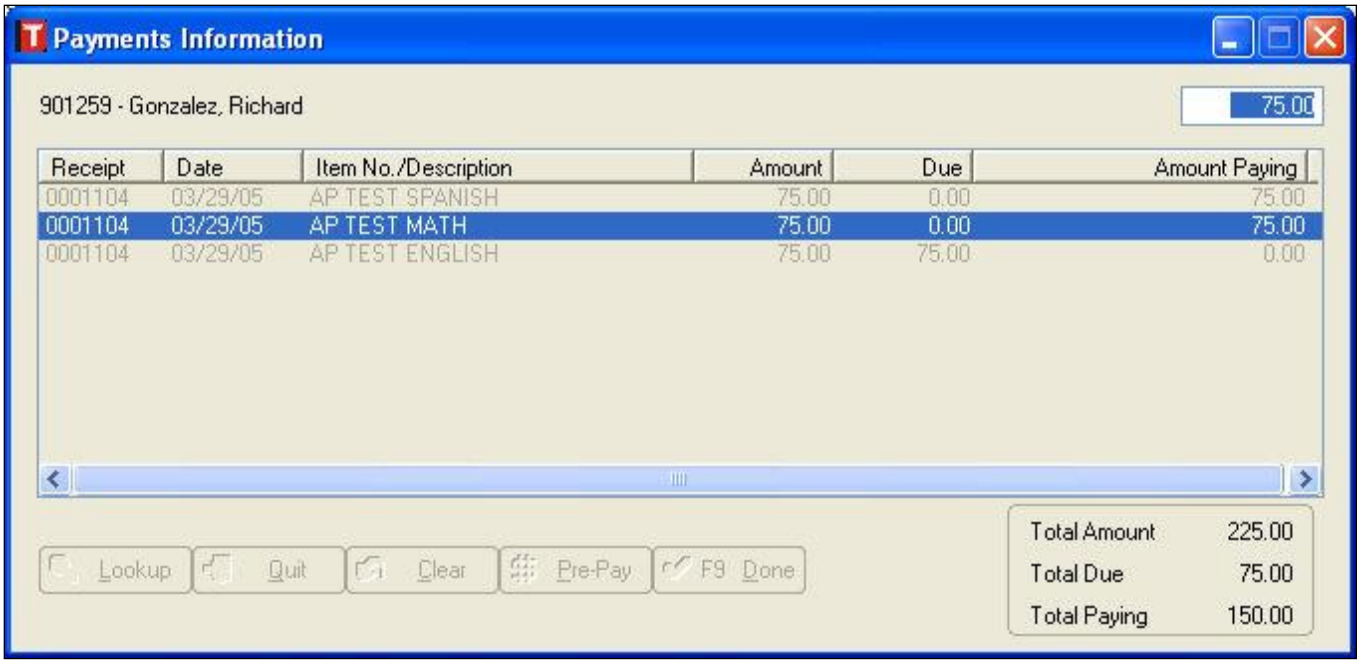
We'll continue in the example as if we are creating the Eligibility Item for the Football Team.

- Go to Item Requirements Maintenance on the Item Menu and set up FTBL as the Master Item with all its subsidiary Items like the ones listed above.
- Sell the FTBL Item to everyone who is going out for football.
- As they bring in all their stuff, sell them the appropriate Items.
- To see who has brought in what or who still owes what, print the Item Requirement Report (from the Sales Reports Menu), selecting either purchased or missing items. You can then give this to the coach or whoever else is in charge of the team.

How to take a payment on account

Payments may be applied to individual receipts or to an account balance. You can accept a payment on account, that is, not apply the payment received to a particular item. In this instance, Tracks will show this item as a credit. TRACKS IS A CASH-BASED SYSTEM. No money is posted to a GL Account until you apply payment to a specific item. You will eventually want to apply this credit to a specific item.

1. Bring up the Customer on the Work Screen.
2. Type "P" or select Post Payment from the Other Options Menu. The Charge to Account window will appear.
3. To apply the payment to a specific receipt, highlight the appropriate receipt number and press Enter.
4. Type the amount of the payment for each item. Just double click on the line and then enter the amount paying in the box to the right (see screen below).
5. Press <F9> to complete the transaction.
6. Enter type of payment then press Enter.
7. Click or press Accept to complete the transaction and print a receipt.



Lookup: This allows you to lookup any receipt to see everything that was sold.

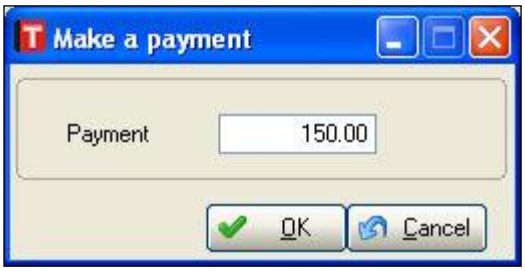
Quit: Closes the screen without saving any changes.

Clear: Clears all payment information you have entered to start over.

Done: Click this to go to the Payment Type window and finish the transaction.

If the student is bringing you money for future purchases, you will want to do the following:

1. Bring up the Customer on the Work Screen.
2. Type “P” or select Post Payment from the Other Options Menu. The Charge to Account window will appear.
3. Click on the **Pre-Pay button**.
4. Enter the amount they are pre-paying.



5. Enter type of payment then press Enter.
6. Click or press Accept to complete the transaction and print a receipt.

How to take care of your scanner

The scanner doesn't require anything too special. It's not fragile but it should be treated with kindness. Don’t leave it lying in the sun. If you're going to be away from it for awhile (Spring break, Winter break, Summer), we recommend putting it back in a plastic bag or manila envelope and storing it in your desk drawer. This will protect it from dust and the chance of being accidentally bumped around or lost.

How to track the Money Received from Clubs for Fundraisers

Each club should be entered in your computer as a Customer in Customer Maintenance. You can set them up as “ZZ” account, with “ZZ” in front of the Customer Number and Last Name so that they will sort at the very bottom of the Customer List. Bring the club or trust account Customer up on the Work Screen. Scan the FUNDR Item (or whatever generic Item you use for fundraising).

Enter the details about this receipt in the Item description field, for example, “CAR WASH, 5/1/05, LUCKYS.” Enter as much detail as possible as this description will flow through to your accounting program.

First, let’s review how Tracks knows which GL Account to post. These are in order of precedence.

1. If you have set up a FundRaiser in Tracks, the program will post to the GL Account on the FundRaiser Code.
2. If the Customer is a Club with a GL Account, the program will post to the GL Account on the Customer.
3. If the Customer is a Student, the program will post to the GL Account on the Item.
4. If there is no GL Account on the Item, the program will post to the GL Account on the Closeout 1 Tab in School Settings.

To reiterate: The GL Account on the FundRaiser Code is the most important, then the GL Account on the Customer, then on the Item, and finally from the Customize options.

General Rules

1. If you’ve set up a FundRaiser Code and items linked to that FundRaiser Code, the money will go to the GL Account on the FundRaiser.
2. If you’re simply collecting money for a fundraiser by selling an item, the money will go to GL account as follows:
   a. If the Customer is a Club, it goes to the GL Account on the Customer.
   b. If the Customer is a Student, it goes to the GL Account on the Item.

How To Receipt the Money if you are not Tracking Sales by Student

When someone brings in money from a FundRaiser (i.e., candy sale), bring the Club up on the Work Screen. Next, enter the Item for the FundRaiser or select it using <F3> Item Lookup. Tracks knows the GL Account to post by looking at the GL Account on the Customer (the Club). Then, print a receipt for the club advisor or treasurer, showing the amount of money being deposited to their account.

How to Receipt the Money if you want to Track Sales by Student

First, you must set up a FundRaiser Code in FundRaiser Maintenance. Then set up the Item in Item Maintenance, making sure it’s a FundRaiser type Item and is linked to the correct FundRaiser. (You may also add the Item on-the-fly in FundRaiser Maintenance.) When a student brings in money from a FundRaiser, bring the Student up on the Work Screen, sell the Item, and print a receipt. The money will go to the GL Account on the FundRaiser Code.

How to view Customer Purchase History

You have a few options for finding their purchase history:

1. Bring up the Customer on the Work Screen. Type [CH] for Customer History. You can display, print, or copy this data to a file.
2. You can also click on the History tab in Customer Maintenance to see the same information.
3. You can print a Customer History Report from these screens or from the Customer Reports menu.

Chapter 15 – Appendices

Appendix A: How do I get a list?
Appendix B: How to set up temporary Customer numbers
Appendix C: Integration of Tracks and SchoolBooks
Appendix D: Setup and testing Point-of-Sale equipment.
Appendix E: NSF Check Handling Procedures
Appendix F: Backup Procedures
Appendix G: Daily To Do List
Appendix H: Photo Import Guides
Appendix I: Import from RevTrack
Appendix J: Student Update Utility

Appendix A - How do I get a list...

Of everyone who bought a yearbook?

Print an Item by Customer Report selected for yearbook Item.

Of everyone going to the dance with their dates?

First, check to make sure all Items associated with this dance have the same Grouping code. If you look in Add/Edit Inventory, do they all have PRM (for example) in the Grouping field? If so, print a Grouping Report for Group PRM.

Of who is going to the dance on a certain bus?

First, check to make sure all Items associated with this dance and the appropriate buses have the same Grouping code. If you look in Item Maintenance, do they all have PRM (for example) in the Grouping field? If so, print a Grouping Report for Group PRM. Or, you can see who's going to be on which bus for the trip to Disneyland. If you want to see everyone who should be on Bus #1, enter BUS1 (or the appropriate Item) in the Special Selection field.

Of everyone who qualifies to play football?

Print a Sales Requirement Report selecting your football clearance Item.

Of everyone who bought a parking permit?

Print a Vehicle Report (under Vehicles on the Customer Menu) by License number or Parking Sticker number.

Of everyone who owes fines?

Print an Item by Customer Report (from the Reports Menu - Sales Reports) for the selected fines. Select the option to show AR information.

Of all the receipts for last January 12th?

Print a Sales by Receipt Report for January 12th. The report will list all sales in receipt number order showing Customer name, Items purchased, amounts paid, and GL codes for all items sold.

Of everyone who bought a student body card, but didn't buy a yearbook?

Print a Sales by Multi-Item Report selected for students who purchased a student body card (SBCARD) and who did not purchased a YRBK.

Appendix B: How to set up temporary Customer numbers

Sometimes you may need to sell something to a student who has not yet been entered into Tracks, or who does not have a permanent ID number assigned. You can set up a temporary number for this student, make sales and then transfer the sales history to the correct Customer number when one is set up. Look at this example and follow these steps:

1. Mary Smith is a student waiting in line to buy a student body card, etc, but does not have a number yet. She has to buy the stuff NOW (of course!)
2. On the Work Screen, click or press <F11> to access "Add Customer" or simply type "AC" at the Command Line.
3. Tracks will display the Customer Maintenance screen. Enter a temporary number like T101 (we like to use "T" numbers because they mean "temporary". Then enter her first name and last name only. Do not worry about entering the rest of her information like address – you don't have time! Click Accept to save the customer information and go ahead with the sale.
4. Later when you get a permanent number, enter her real customer information using her correct customer number. Let's assume Mary's real number is "123456".
5. To transfer the sales history from her temporary customer T101, simply get into Customer Maintenance and bring customer T101 to the screen. Now click the Delete button. Tracks will ask you "Are you sure you want to delete this customer?" Click "Yes".
6. Tracks will now ask you "Do you want to move this Customer's existing transactions to another Customer?" Click "Yes" and Tracks will display the Customer Lookup window. In this example, you would choose Customer #123456.

7. Tracks will transfer all the transaction history from Customer T101 to Customer 123456. Customer T101 will be deleted. You're done!

Note: *It may be a good idea to keep a log of temporary customer numbers assigned and the eventual permanent customer number. That way, when an auditor asks you "Where did customer T101 go?" you'll have a good answer!*

Appendix C: Integration of Tracks and SchoolBooks

This section describes the integration between Tracks and SchoolBooks. If you have both Tracks and SchoolBooks, you will probably want to use some or all of these features. But these features are strictly optional; you can just use the ones you want.

Integration Options:

1. Import of Tracks transactions into SchoolBooks. Determine whether to import Item sales data in Summary or Detail.
2. Automatic creation of adjustments in SchoolBooks for NSF checks and NSF check bank fees.
3. Automatic creation of invoices (check requests) in SchoolBooks for Customer/Student refund checks to be written.
4. Lookup of Tracks Items in SchoolBooks Purchase Order Entry and Invoice Entry.
5. Update of Tracks Item quantity on hand when a SchoolBooks invoice is entered.

Import of Tracks Transactions into SchoolBooks

Goal: To easily import sales information from Blue Bear Tracks into SchoolBooks. We make sales during the day in Tracks. When we do a Closeout Report, Tracks will create an additional file (called TREXPORT) that will be used to import these transactions into SchoolBooks.

Setup the Export in Tracks

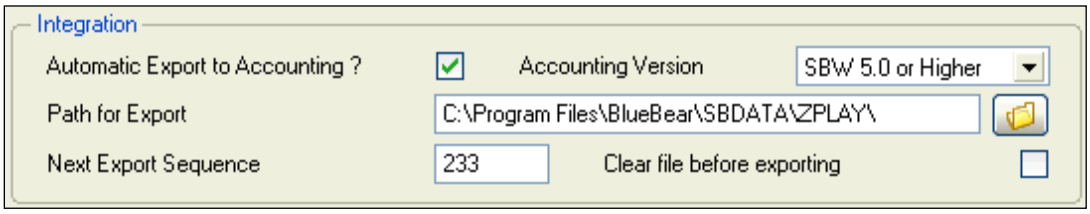
These are the steps you need to do to set up the import in Tracks:

Step 1: Turn on the Export

What does it do? This screen allows you to enter information about the location of your SchoolBooks folder for this school.

Where is it? In Tracks, go to Management, Customize, School Settings, and choose the Integration Tab.

Using the Screen



Automatic Export to Accounting?: Check this box. This tells the program that when you do a Closeout in Tracks, you want to automatically create data for your accounting system too.

Accounting Version: If you are using SchoolBooks 5.x, choose "SBW 5.0 or Higher" as the program you are using.

Path for Export: Enter the complete path to the SchoolBooks data directory for this school or enter the location where you want to save the export data from Tracks. You can click on the browse button to navigate to the folder. Though this folder can be anywhere, we suggest you use the folder where the SchoolBooks school data is located. We do this so SchoolBooks will know where to look to find the file that Tracks created. It doesn't really matter where the data goes, it just has to be the same as the location set up in SchoolBooks in the next section.

1. If Tracks is installed on the same computer as SchoolBooks, the location might be something like C:\Program Files\BlueBear\SBDATA\ZPLAY\ – the location of the data for SchoolBooks data for ZPLAY (substitute your school code for ZPLAY).
2. If you are using a floppy diskette to transport data to SchoolBooks, the location should be A:\.
3. If you are using a shared network drive to transport the data, the location should be appropriate for your installation, like perhaps F:\APPS\EXPORT\.

Next Export Sequence: The system will display the next sequence number - it should start out at 1. Every time you do a Closeout, Tracks writes those detail records out to the TREXPORT file and it puts a sequence number on all those records so it will know that they belong together. Don't change this unless told to by Blue Bear; just accept the default.

Clear file before exporting: Periodically, if you want to clear out the TREXPORT file, you can check this option. If this box is checked, Tracks will clear out the TREXPORT file before it writes out the new Closeout data for today. Leave the box clear if you do NOT want to clear the file. Note: SchoolBooks will clear the TREXPORT file during Period End Processing. This option is used for clearing the file in between times.

Step 2: Import Items in Summary or Detail.

1. Go to Item Maintenance.
2. For each item, you can indicate whether you want to import sales of this item in Summary or in Detail. Simply make a choice on the Additional Tab for each item. If you choose detail, you will still have the option to override this when you do an actual import.

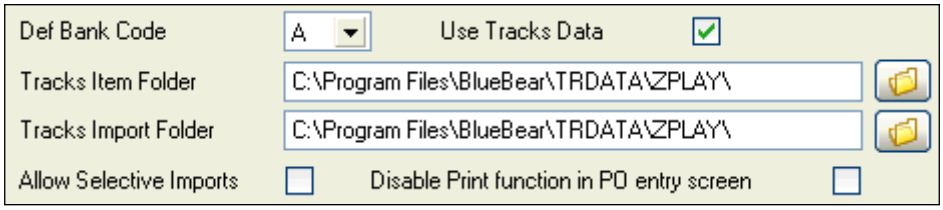
Setup the Export in SchoolBooks

Step 1: Turn on the Export to Accounting

What does it do? This screen allows you to enter information about the location of the Tracks TREXPORT file and the Tracks data.

Where is it? In SchoolBooks, go to Management, Customize, School Settings, and choose the School Data Tab.

Using the Screen



Use Tracks Data: Check this box to turn on integration between SchoolBooks and Tracks.

Tracks Item Folder: Enter the path to the Tracks data for this school. SchoolBooks uses this path to find the Items in Tracks (for ordering on Purchase Orders) and also uses this path to update the quantity on hand information when Items are received.

Tracks Import Folder: Enter the path where Tracks writes the TREXPORT file during Closeout. This should be the same path as you entered above in the Tracks program. Though this folder can be anywhere, we suggest you use the folder where the SchoolBooks school data is located. We do this so SchoolBooks will know where to look to find the file that Tracks created. You can click on the browse button (marked with a picture of a folder) to navigate to the folder. It doesn't really matter where the data goes, it just has to be the same as the location set up in Tracks in the previous section. (Note that the entry "Tracks Data Folder" is for the location of the ITEM file used in Purchase Order, not for this import.)

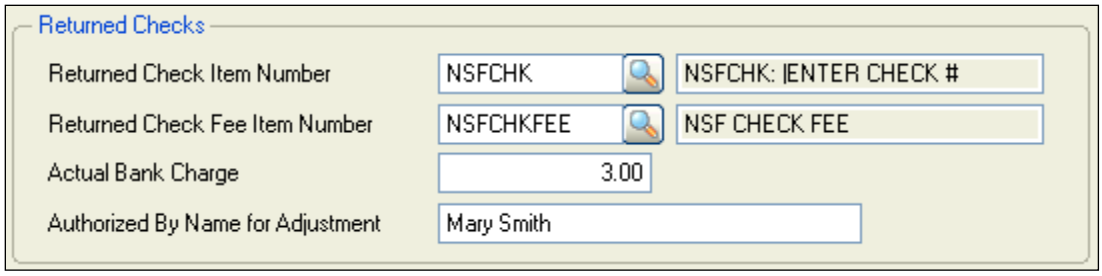
1. If Tracks is installed on the same computer as SchoolBooks, the location might be something like C:\Program Files\BlueBear\SBDATA\ZPLAY\ – the location of the data for SchoolBooks data for ZPLAY (substitute your school code for ZPLAY).
2. If you are using a floppy diskette to transport data to SchoolBooks, the location should be A:\.
3. If you are using a shared network drive to transport the data, the location should be appropriate for your installation, like perhaps F:\APPS\EXPORT\.

Allow Selective Imports: Check this box if you want to allow the option to NOT import data for some GL Accounts from Tracks. You would use this option if some of the sales data in Tracks will never come over to SchoolBooks. If you turn on this option, SchoolBooks will allow you to select the option "None" in the Import Type field in GL Account Maintenance.

Creation of Adjustments in SchoolBooks - NSF Checks & NSF Bank Fees

What does it do? You can have the program automatically create adjustments in SchoolBooks for NSF Checks and NSF Bank Fees when you enter an NSF check in Tracks. Tracks will create these adjustments when you do a Closeout.

Where is it? In Tracks, go to the Management Menu, Customize, School Settings, and complete the options on the Integration Tab.



Returned Check Item Number: Enter the Item number you use for returned checks. When Tracks sees this Item on the Work Screen, the program will automatically create an adjustment for SchoolBooks.

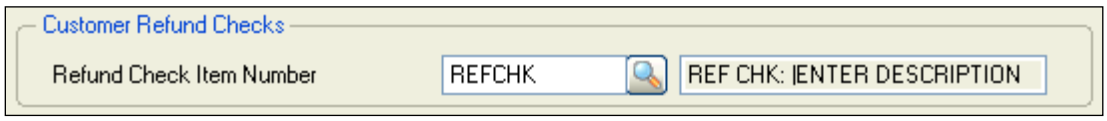
Returned Check Fee Item Number: Enter the Item number you use for returned check fees. When Tracks sees this Item on the Work Screen, the program will automatically create an adjustment for SchoolBooks.

Actual Bank Charge: Enter the amount your bank charges you for bounced checks. Tracks will use this as the amount of the adjustment in SchoolBooks. Note: this is NOT the amount you charge the student. Tracks will charge the student for the Price on the Item in Item Maintenance. When Tracks sees this Item on the Work Screen, the program will automatically create an adjustment for SchoolBooks.

Authorized By Name for Adjustment: Enter the name to be entered in the Authorized By field of the adjustment in SchoolBooks. When Tracks creates the adjustments above, the program will use this name in the Authorized By field.

Creation of Invoices in SchoolBooks – Student Refund Checks

You can have the program automatically create Invoices/Check Requests in SchoolBooks for Customer Refund Checks you need to write. Tracks will create these Invoices when you do a Closeout. In Tracks, go to the Management Menu, Customize, School Settings, and complete the options on the Integration Tab.



Periodically, you may have to refund money to a student or another Customer. Usually, you will write a check for this refund instead of taking money out of your cash drawer. When Sara tells you she's moving away and wants a refund for the Yearbook money she gave you two weeks ago, you will enter a refund transaction for Sara. You also have to enter an invoice in SchoolBooks to write her a check. If you enter a Refund Check Item in this field, Tracks will automatically create an invoice for this refund over in SchoolBooks.

Refund Check Item Number: Enter the Item number you use for Customer refund checks. When Tracks sees this Item on the Work Screen, the program will automatically create an invoice for SchoolBooks.

Item Lookup from SchoolBooks PO and Invoice Screens

If you want to be able to order Tracks items on a SchoolBooks purchase order, you need to make sure SchoolBooks can find the location of the Tracks data. In SchoolBooks, go to the Management menu, Customize, School Settings, on the School Data tab.

Item Quantity on Hand Update from SchoolBooks to Tracks.

In SchoolBooks, items ordered on purchase orders are considered "received" when they are invoiced through Invoice Entry. When you enter an invoice against an existing purchase order, SchoolBooks keeps track of the quantity received and prints this data on the Items Received Journal. This journal prints detailed information about items received and the cost of these items. If you are integrated with Tracks, printing and updating the Items Received Journal will increase the quantities on hand in Tracks.

Appendix D: Setup and Testing Point of Sale Equipment

It is a good idea to get your POS equipment set up and tested before making sales with Tracks. Why use POS equipment at all?

- Using a scanner enables you to scan both student ID cards and bar codes for the items you sell. That means you can get information into your system faster and more accurately than typing it in by hand.
- Using a receipt printer gives you the ability to print receipts faster and more efficiently than using your regular report printer because you can use two-ply receipt paper and tear off only the amount of paper you use. If you use a thermal printer, you can print receipts even faster.

- Using a cash drawer gives you a place to keep your money. It is secure and pops open automatically when you make a sale.

Setup Scanner

Hooking up the scanner to your computer: The scanner either shares the keyboard port with your keyboard by means of a "Y" connector cable or plugs into a USB port on your computer. If you have a scanner with a USB connector, plug it into one of your USB ports. If you have a scanner with a "Y" connector, follow these steps to connect it. Note: Your computer can not tell the difference between data that is typed in on the keyboard or data that is scanned in using the scanner.

- Plug the "Y" connector into the scanner cable. You should be able to set the scanner on the floor or a table and hold a cable end in each hand.
- Unplug your keyboard from the back of the computer and plug it into one end of the "Y" connector.
- Then plug the other end of the "Y" connector into the keyboard port on the computer.
- On some computers, you will hear a beep like "Bee-BOOP" from the scanner. On others, you'll need to reboot your computer in order to have it recognize the scanner.

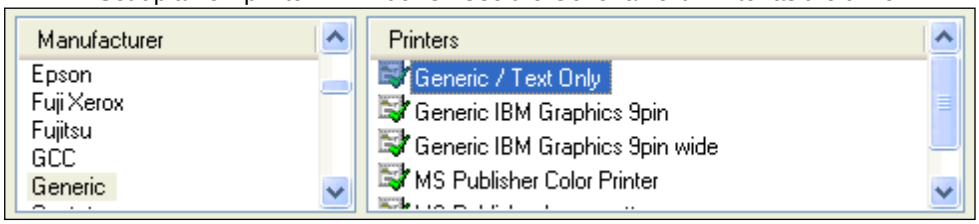
Programming your scanner to read the your bar codes

- Your scanner can be programmed to read many different kinds of bar codes or restricted so that it will only read specific symbologies (like 3 of 9 or Codabar).
- You can use the book that comes with your scanner to program the scanner to read all bar codes or only those you actually use.
- Your scanner should read most bar codes right out of the box. Before you start trying to program your scanner, try it out first. It may already work just fine with your bar codes.
- The most common bar code symbology used with Tracks and BarMaster is "Code 39" also called "3 of 9".
- If the scanner works on your student ID cards and on the Item bar codes you print out of BarMaster, the best idea is to leave it alone. You do not need to do anything at all.

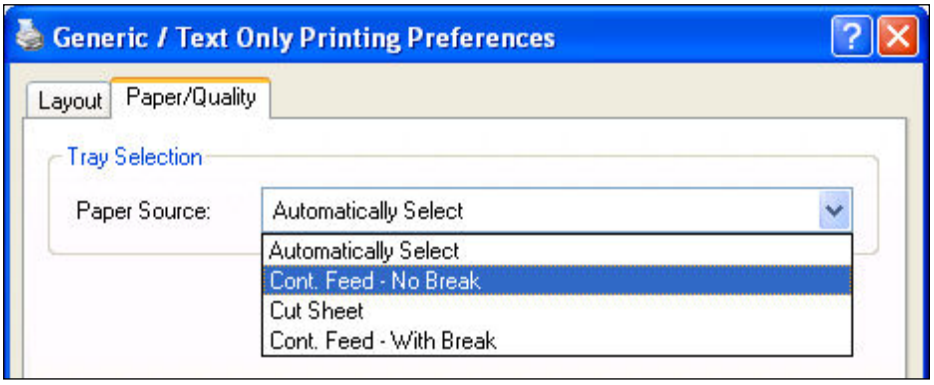
Setup Receipt Printer

In Windows XP:

- Set up a new printer in Windows. Use the Generic/Text Printer as the driver.

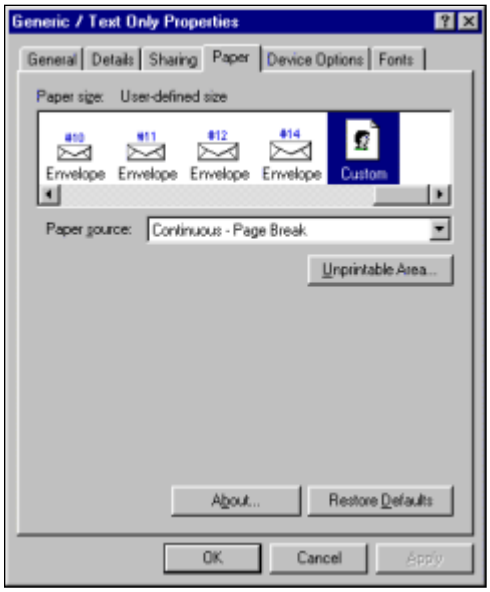


- You must go into your Printer Properties window (select by right clicking on the printer icon in your printers folder)and choose the right kind of paper. In Windows XP, Go to the General tab. Choose Printing Preference. Choose Continuous – No Page Break. Now Windows will know that you are using a continuous role of paper. For Windows 98 Directions, click here.



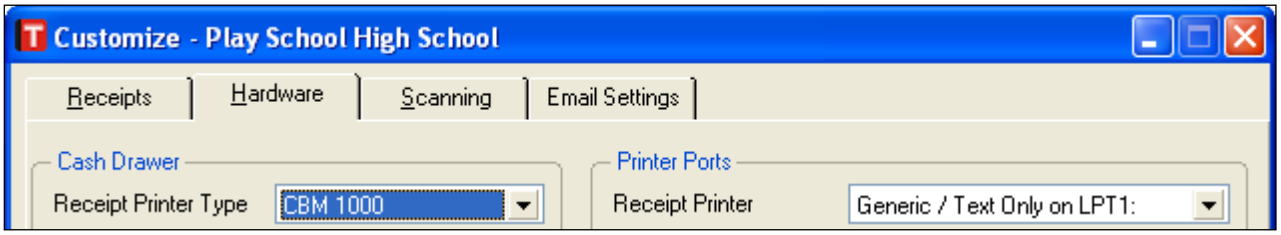
In Windows 98:

- Set up a new printer in Windows. Use the Generic/Text Printer as the driver.
- You must go into your Printer Properties window and choose the right kind of paper. Go to the Paper tab. Choose Custom Paper Size. Choose Continuous – No Page Break. Now Windows will know that you are using a continuous role of paper.



Continue in both Windows XP and Windows 98:

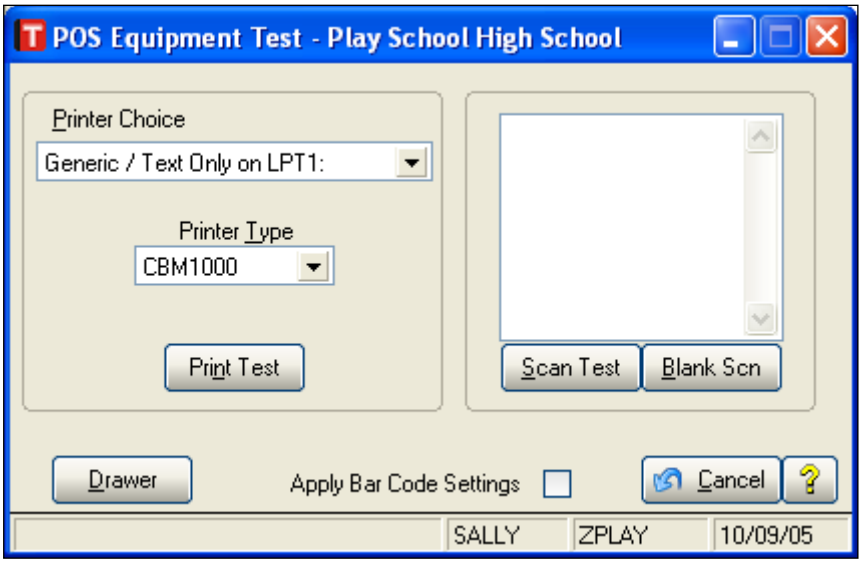
- Make sure the printer is connected to your computer, hooked up to the correct port. The port might be either a parallel port or a USB port.
- In Tracks, go to the Management menu, Customize, Workstation Settings to complete the process.



- As shown on the screen above, choose the correct Receipt Printer Type based on the kind of printer you have. This tells Tracks how to print the receipt.
- Now specify your Receipt Printer on the right. Choose “Generic/Text Only” as the Receipt printer.

Setup Cash Drawer

- On most Tracks systems, the cash drawer will plug directly into the receipt printer. Make sure the connection is secure. The cash drawer will only open with the receipt printer is turned on and is connected to your computer.
- Test the cash drawer using POS Equipment Test found on the Management Menu, Special Functions, POS Equipment Test.



You can test all functions for scanner, receipt printer, and cash drawer using this screen.

- **Print Test.** Indicate your printer choice, choose a Printer Type, and click Print Test. Your receipt printer should print something legible.
- **Drawer Button:** Click this button to open your cash drawer.
- **Scan Test:** Click this button to activate scanning here and then scan a couple bar codes. The results of the scan should appear in the window above. Click Blank Screen to clear the screen.
- **Apply Bar Code Settings:** Click this box if you want to use the bar code settings specified on the Scanning Tab in Customize.

See POS Equipment Test in Chapter 2 for more information about this screen.

Appendix E: NSF Check Handling Procedures

There are two ways you can handle NSF (returned) checks depending upon how you think about returned items. Do you assume that the student will make the check good and therefore he/she should remain on the dance list for the time being? Or do you assume that he's off the dance list right now, no questions asked? Or you may have a situation like one of the following:

- The check bounces before the event. You "return" the item - it's a Sweetheart Dance - they don't get to go.
- The check bounces after the event. You do not "return" the item - it's a trip & they already went on it.

This Appendix is divided into two sections:

- The first section explains the theory about how to handle NSF checks in Tracks.
- The second section explains how the Tracks/SchoolBooks interface automatically creates adjustments in SchoolBooks.

Section 1 – The Theory of NSF Checks In Tracks

Preliminary steps:

- Set up an Item called NSFCHK as a service item.
- Assign a GL Account to your NSFCHK Item. This should be the same GL Account you have used when the check first bounces and you reduced your cash account. Some people use a clearing account near their cash account or an Accounts Receivable account. For the examples in this section, we'll assume that the Clearing Account is GL Account #1123.
- Set up another Item called NSFCHKFEE for the bank charges you will charge the student and collect.
- Assign a GL Account to your NSFCHKFEE Item. This should be something like Bank Charge Income or maybe just an offset to your Bank Charge Expense GL Account. (If you consider NSFCHKFEE to be a major source of revenue for your school, you might want to talk to us about online credit cards (they don't bounce!) or even creative fundraising ideas.)

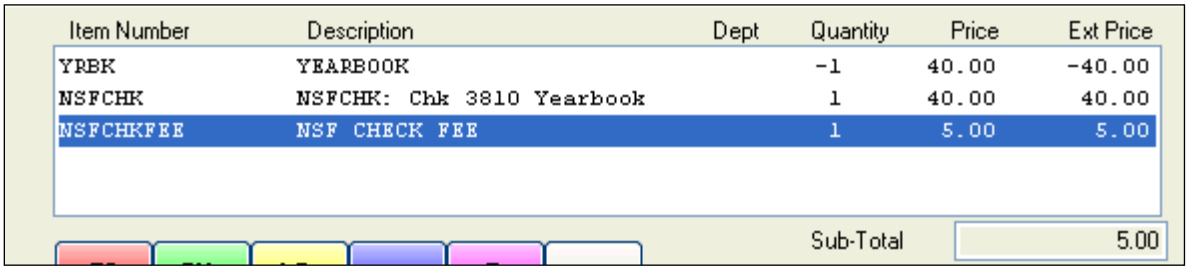
The following are the procedures that should be followed to process an NSF check. If you follow these procedures, the system will generate GL postings to the accounts indicated.

Procedure when you will Return the Item

You back out the original sale, you charge the student for the NSF fee and if he wants to purchase the item again, it's a whole new transaction. Let's assume for this example, that Johnny has purchased a yearbook for $40 and the check bounced.

In Tracks:

1. On the Work Screen, bring up Johnny.
2. Enter the yearbook Item number – like YRBK.
3. Type [R] for Return. Tracks will change the quantity to -1 and the total receipt will be displayed as $-40. This line effectively removes Johnny from the yearbook list and takes the money out of the yearbook account. But we can't leave it like this because if we stop now, it looks like we've taken $40 out of the drawer and we haven't.
4. Enter the Item number for your NSF Check – like NSFCHK. This should be set to prompt for price and you'll enter the amount of the bounced check, in this case $40. After you've entered the amount, click <F6> to edit the description. Enter the check number of the bounced check and what it was for originally – in this case, yearbook.
5. Notice how the receipt total is now zero. This is correct because there has been no change to the amount of cash in your drawer. Press <F9> to complete the receipt.
6. Or, if you charge the Customer a fee, add that now. Let's assume we charge $5 for a bounced check, so we'll want to charge that on account. Add your NSFCHKFEE charge on the receipt, and then press <F9> to complete the receipt. Choose "Charge to Account" and then click the Payment button. Offset the positive and negative $40 against each other as shown below.



7. When you do a Closeout, you'll see a negative $40 hitting the yearbook account and a positive $40 hitting the Clearing Account #1123. You won't see anything for the fee because it hasn't been collected yet.

In your accounting software:

1. When you Import from Tracks in SchoolBooks or enter a journal entry into another accounting package, you'll be posting that negative $40 to the yearbook account and the positive $40 to the Clearing Account #1123.
2. Now you must make an entry in your accounting program to record the bounced check hitting your cash account.
3. In SchoolBooks, you'll make a negative Adjustment. The amount will be $-40, the Cash Account will be the account the check bounced in, and the GL Account will be #1123. Now the $40 from the deposit will be offset by the $40 from the Adjustment.
4. In other software, make a journal entry reducing your cash balance and charging GL Account #1123.

Procedure for when you don't Return the Item

You just charge the student for the NSF fee and let the original sale stand as is. In this scenario, you assume that the Customer will make the check good, so we leave him on the yearbook list and don't take the money out of the yearbook account.

In Tracks:

1. On the Work Screen, bring up Johnny.
2. Enter the Item number for your NSF Check – like NSFCHK. This should be set to prompt for price and you'll enter the amount of the bounced check, in this case $40.
3. Notice how the receipt total is now $-40. This is correct. We're going to do a Charge to Account, so it won't effect the amount of cash in your drawer.
4. When you do a Closeout, you will not see anything because no money has been collected yet.
5. When you finally collect the $40, it will go to the Clearing Account #1123.

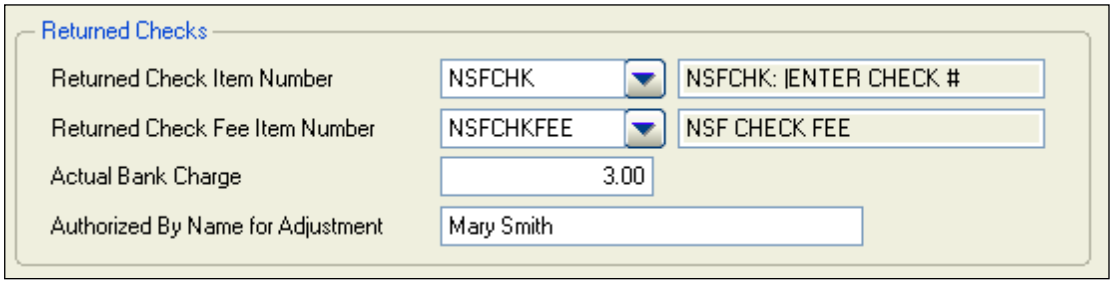
In your accounting software:

1. You must make an entry in your accounting program to record the bounced check hitting your cash account.
2. In SchoolBooks, you'll make a negative Adjustment. The amount will be $-40, the Cash Account will be the account the check bounced in, and the GL Account will be the Clearing Account #1123.
3. In other software, make a journal entry reducing your cash balance and charging GL Account #1123.
4. When the money is finally collected, it will show up in a deposit and will be offset by the $40 from the Adjustment.

Section 2 – NSF Checks – Integration With SchoolBooks

You can have the program automatically create adjustments in SchoolBooks for NSF Checks and NSF Bank Fees when you enter an NSF check in Tracks. Tracks will create these adjustments when you do a Closeout. Go to the Management Menu, Customize, School Settings, and complete the options on the Integration Tab.

Note: *Although the adjustments are created in SchoolBooks, you must still print an Adjustments Journal and update them. Nothing is updated automatically; the programs are simply saving you the time of having to type in the Adjustment Entry information.*



Returned Check Item Number: Enter the Item number you use for returned checks. When Tracks sees this Item on the Work Screen, the program will automatically create an adjustment for SchoolBooks when you do a Closeout.

Returned Check Fee Item Number: Enter the Item number you use for returned check fees. When Tracks sees this Item on the Work Screen, the program will automatically create an adjustment for SchoolBooks when you do a Closeout.

Actual Bank Charge: Enter the amount your bank charges you for bounced checks. Tracks will use this as the amount of the Adjustment in SchoolBooks. Note: this is NOT the amount you charge the student. Tracks will charge the student for the Price on the Item in Item Maintenance.

Authorized By Name for Adjustment: Enter the name to be entered in the Authorized By field of the Adjustment in SchoolBooks. When Tracks creates the Adjustments above, the program will use this name in the Authorized By field.

Appendix F: Backup Procedures

Make a backup of your data every day. One effective way to backup is to rotate five diskettes, using one on Monday and Wednesday, a second on Tuesday and Thursday, and the remaining three on subsequent Fridays. Some schools keep their data on a network drive at the school site or at a district office. The assumption is that if your data is on a network drive that is being backed up regularly, that your data is being backed up regularly. If this sounds like your situation, please remember that it is still YOUR RESPONSIBILITY to check with district personnel to ensure that your data is, in fact, really getting backed up. And if they only do a backup once a week, we'd say that probably isn't often enough.

We recommend using 5 diskettes labeled as follows:

1. Monday/Wednesday
2. Tuesday/Thursday
3. Friday 1
4. Friday 2
5. Friday 3

Use them in the following rotation:

Day of the Week	Use this diskette
Monday	Use Monday/Wednesday
Tuesday	Use Tuesday/Thursday
Wednesday	Use Monday/Wednesday
Thursday	Use Tuesday/Thursday
Friday	Use Friday 1
Monday	Use Monday/Wednesday
Tuesday – Thursday	Same as above
Friday	Use Friday 2
On the following Friday	Use Friday 3

Each time you make a backup, write the date lightly in pencil on the diskette label. When you use the diskette again in the rotation, erase the previous date and lightly write the new date. This way, you will always know the exact date you used a specific diskette without having to load it.

IMPORTANT: We recommend you ALWAYS have one backup off campus. Send it to the district monthly and rotate. Or take it home. Or send it to another school in your district. Just get it off campus in case of fire, flood, or other natural disaster. It takes so little time and it could save you!

Check your backup periodically to make sure it is good. That means putting the floppy in the drive and making sure there is actually a file on it. Call Blue Bear Support at 1-800-954-2583 if you have questions about whether your backup is good. The best way to check your backup is to try to restore it to a DIFFERENT test school and check the data. It is either identical to your data from yesterday or it isn't. If it is, you have a good backup. If it isn't, you have a problem.

Remember, if you have a current backup, we can help you through almost any problem. If you don't, there is very little we can do except commiserate with you.

In summary:

1. Backup daily to different diskettes – not the same one every day.
2. Write the date on the diskette in pencil.
3. Always keep one copy of your backup off campus.

Appendix G: Daily To Do List

You can make your own list of procedures for a daily and monthly checklist. Normally, during a typical day, you would do the following:

- Make sales.
- Do a Closeout. Count your money. Prepare a bank deposit.
- Print any reports you want.
- Make a backup. Every Friday rotate the backup you keep off campus.

If you have PC Remote Sales, your routine might look like this:

- Export from Mother to Daughter in Tracks. Import from Mother to Daughter on the remote Daughter.
- Make sales.
- Export from Daughter to Mother on the remote Daughter. Import from Daughter to Mother in Tracks.
- Do a Closeout. Count your money. Prepare a bank deposit.
- Print any reports you want.
- Make a backup. Every Friday rotate the backup you keep off campus.

If there are specific things that you do at your school every day or every month, create your own list with a place to check off each item as it is completed. This makes it easier for someone to substitute for you in case of vacation time or illness. Also, it is a good idea to document your internal procedures. It makes auditors happy.

Appendix H: Photo Import Guides

What does it do? Use the Photo Import Guides to help you load student pictures into Tracks from a CD. Many of the photography companies who take student photographs can provide a CD with files you can use. The challenge is that the files provided come in a variety of formats, so the Photo Import Guide concept is our attempt to give you a roadmap for how to handle these files. For example, a photographer may have a CD that contains student photos stored as .bmp files, with files names like 1012.bmp, 1013.bmp, etc. They may also include a cross reference file that tells us that photo 1012.bmp belongs to student #201983. Fun, huh?

There are always pictures, but we can't tell how you're going to get them and what kind of files they are. You may have to extract the picture files first. We won't know until we see what you have to work with. That's why we use the Photo Import Guides. As we get more information from the photography companies and photographers you work with, we will make new Photo Import Guides available for download from our website.

Where is it? To import student pictures in Tracks, go to Management, Special Functions, and select Import Student Pictures. For more information about this function, see Import Student Pictures. The Import Student Pictures program lets you tell Tracks where the files are located. Then Tracks loads the pictures into the correct folder for your school and then updates a field called PIC in the Customer file with the correct file designator for the picture – like 1012.bmp.

Please check our website at www.bluebearsoft.com for Photo Import Guides currently available. If you don't see the one you want, please call our Support Department.

Appendix I: Import from RevTrak

What does it do? This utility allows you to import transactions from a RevTrak web store data file into Tracks. Transactions are loaded into the Tracks transaction file exactly as if you'd entered them as regular sales through the Work Screen. You will do a Closeout and these transactions will be updated in the normal fashion.

Important: *You must export transactions from RevTrak to create an export file BEFORE you can import them into Tracks. See more detail below.*

Where is it? Go to the Daily Menu, and select Import from RevTrak.

Using the Screen

When should you do the Import from RevTrak?: You should do the import either before you start making regular sales for the day or after you've done your regular Closeout at the end of the day. Why? Because you want to import RevTrak transactions in such a way that you can do a Closeout with ONLY the RevTrak data in it. You want to produce a Closeout with only the RevTrak data that will tie to the deposit that will hit your bank account for this date! Remember: The RevTrak Web Store transactions get settled at midnight every night. If you have a RevTrak Web Store, you should be doing TWO Closeouts each day in Tracks – one for your regular sales, and one for RevTrak Web Store transactions from the prior day.

Doing the import BEFORE you make regular sales: You did a Closeout before you left yesterday. You do the Import from RevTrak now and immediately do a Closeout. Now you start doing regular sales for today and do a Closeout at the end of the day.

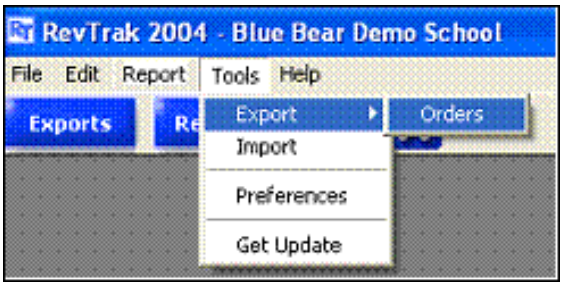
Doing the import AFTER you make regular sales: You made sales today and did a Closeout and counted all your money at 3pm. Now you do the Import from RevTrak and do a Closeout for those transactions.

However you do it, you should be consistent. Do it the same way each time. This will help you keep everything straight.

Doing the Export in RevTrak

There are several different ways you can manage your data, but what follows is our recommendation. Before you can import RevTrak Web Store transactions into Tracks, you must create an Export file in RevTrak.

Where is it? Go to the Tools menu (in RevTrak), Export, and choose Orders.



Using the Screen

Start Date: Enter the start date for this export. The Start and Stop Dates will usually be the same, except when you are dealing with a weekend or vacation period. Assume it is February 6, 2004, which is a Friday. I want to export records for the prior date, which is Thursday, February 5th. I'm going to enter 2/5/04 for both starting and ending dates.

End Date: Enter the ending date for this export.

Note about weekend and vacation dates: On Monday, you will want to select the dates for Friday, Saturday, and Sunday. RevTrak Web Store transactions settle at midnight every night except the weekends are different. Transactions for Friday, Saturday, and Sunday are combined into one batch and settled on Sunday night. So, on Monday, you'll want to make sure you pull in ALL those transactions for the last three days. Even though you're not making sales, your web site is!

The same thing applies for vacation days. When you have a vacation day at school, remember to adjust the dates you enter for the export. Anytime there is a banking holiday, remember that the ACH created will roll up into the next day. If you have any questions, please check with your RevTrak representative.

Export To: Choose "Blue Bear" as the type of file to export.

Export File Name: Enter a name for your export file. In the example above, we've chosen Export.csv.

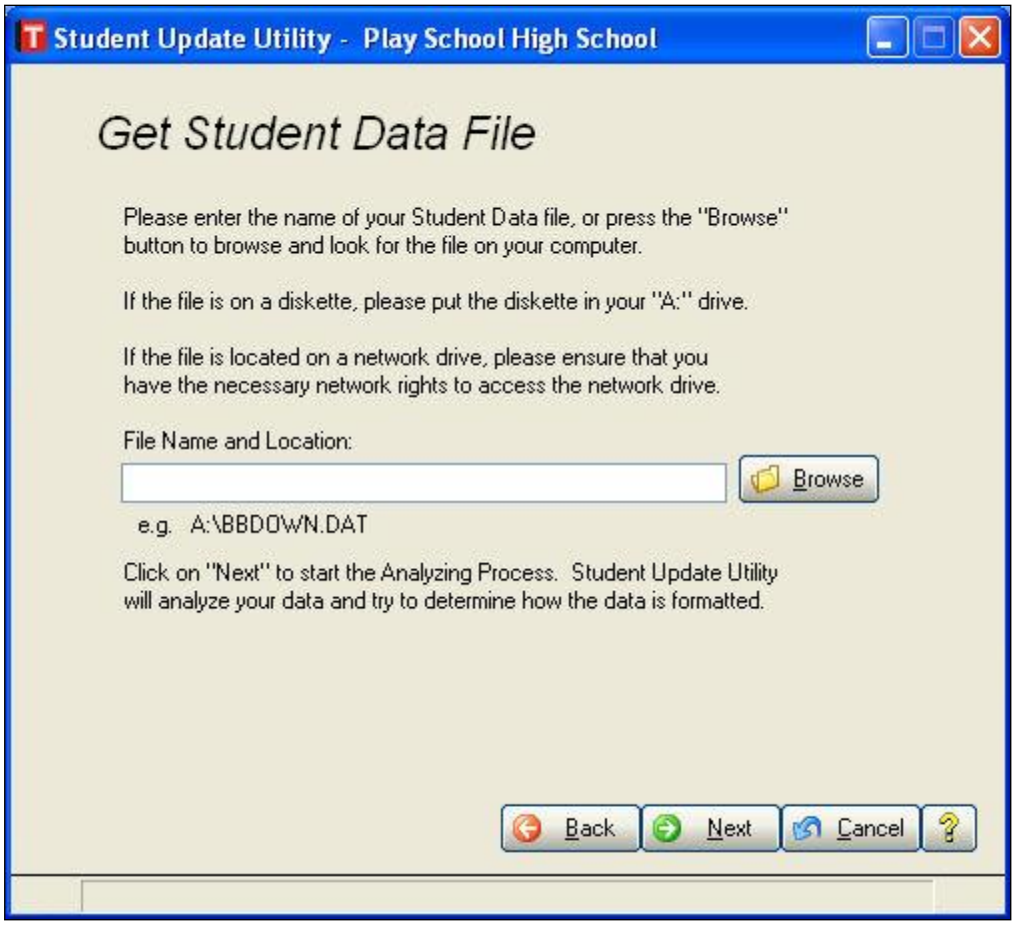
Export Folder: Enter a path/folder where the export file will be created.

Appendix J: Student Update Utility

What does it do? Student Update Utility (SUU) is a program that updates/refreshes your Tracks Customer file with current information about your students. The SUU takes an export file from your student information system and uses it to add new students and update demographic information about existing students. No students are deleted in the middle of a school year, as this might damage the audit trail; so even if students have withdrawn, they are still left in your Tracks Customer file.

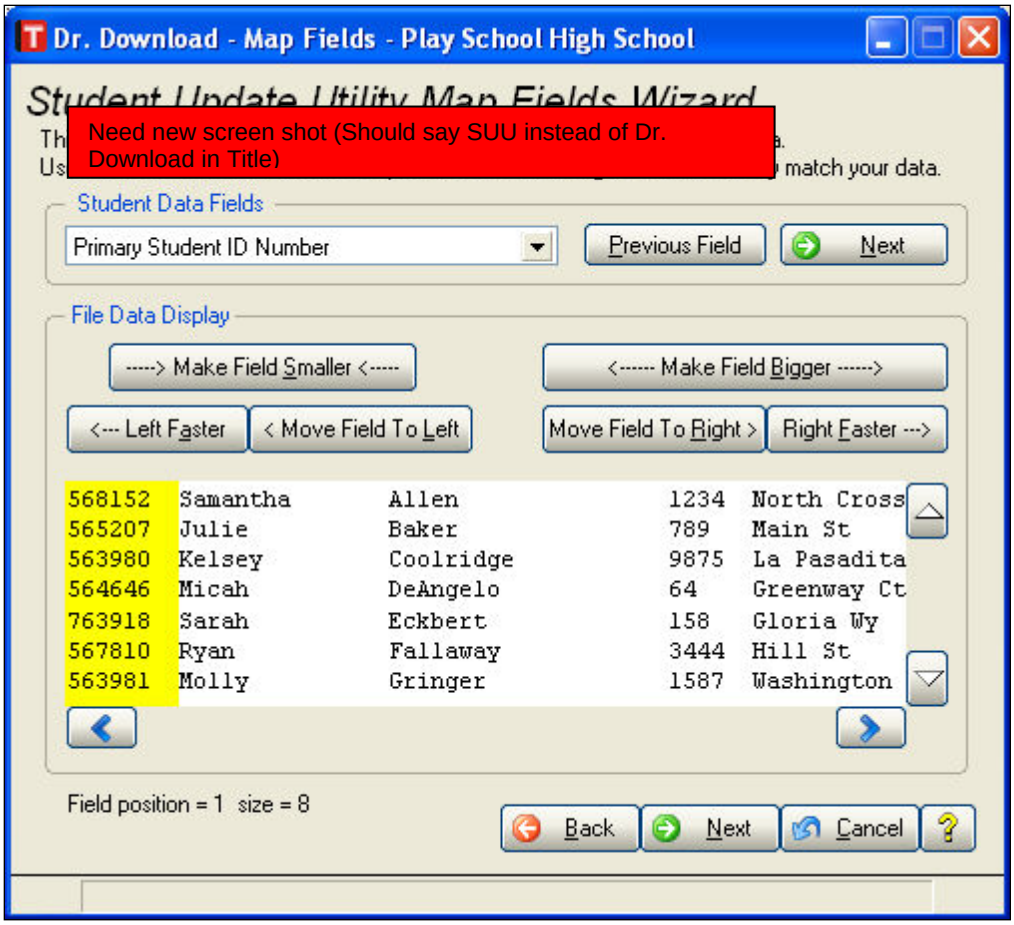
Where is it? Go to the Modules Menu and select Student Update Utility.

Using the Screen


Student Update Utility - Play School High School
Get Student Data File
Please enter the name of your Student Data file, or press the "Browse" button to browse and look for the file on your computer.
If the file is on a diskette, please put the diskette in your "A:" drive.
If the file is located on a network drive, please ensure that you have the necessary network rights to access the network drive.
File Name and Location:
Browse
e.g. A:\BBDOWN.DAT
Click on "Next" to start the Analyzing Process. Student Update Utility will analyze your data and try to determine how the data is formatted.
Back
Next
Cancel

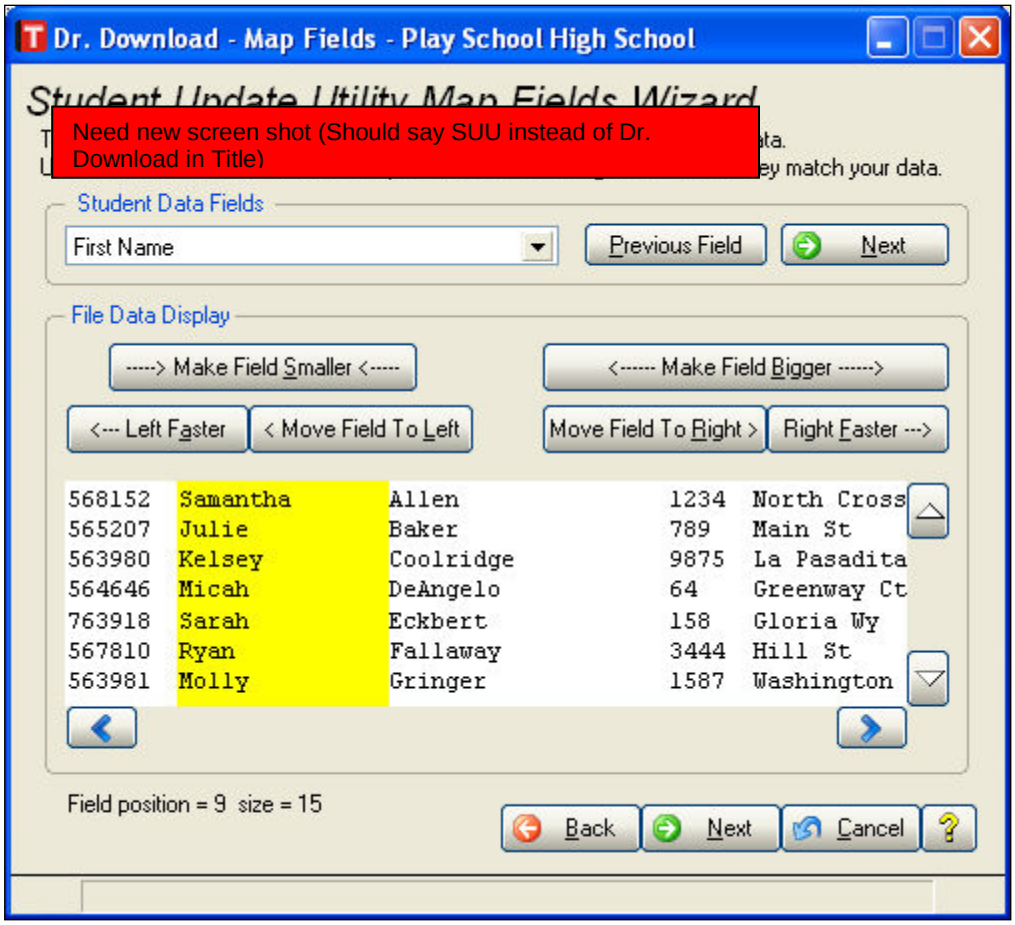
File Name and Location: Enter the name of your Student Data file. You can browse to find the file by pressing the "Browse button."

Next: When you click "Next", Tracks will take you to the Map Fields Wizard Screen.

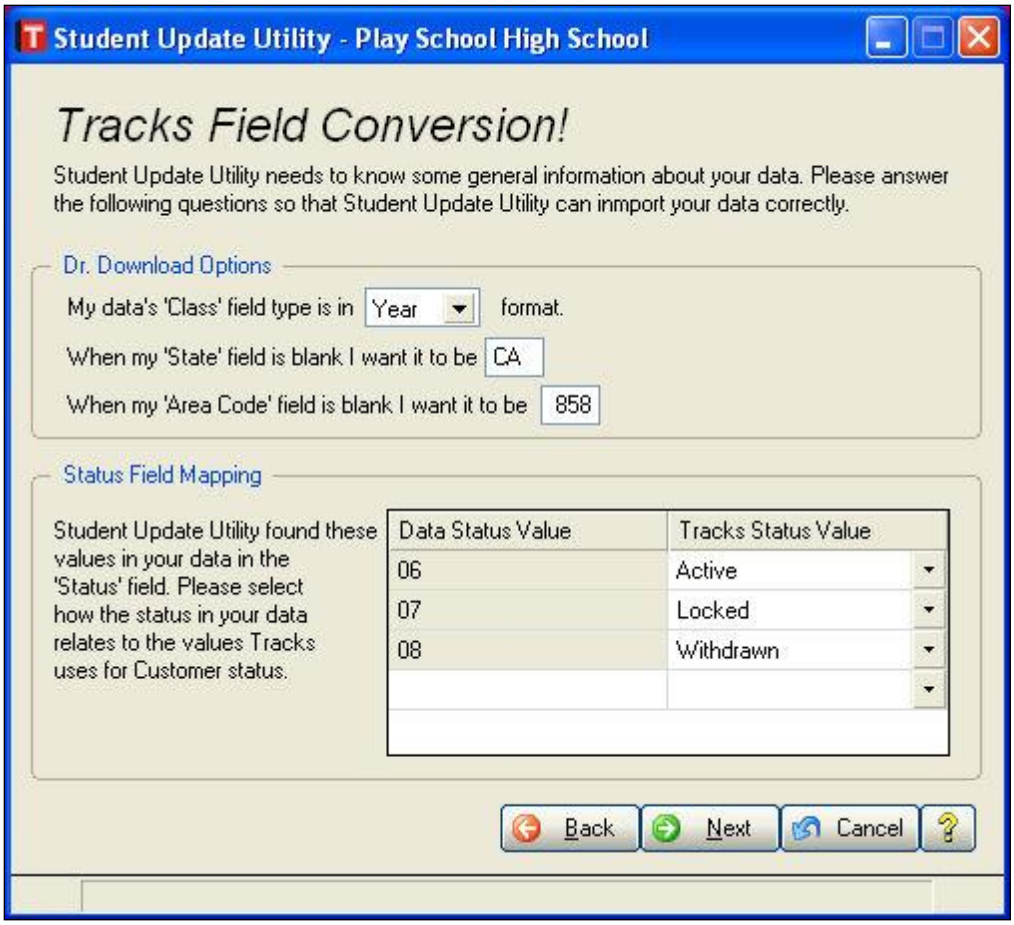

Dr. Download - Map Fields - Play School High School
Need new screen shot (Should say SUU instead of Dr. Download in Title)
match your data.
Student Data Fields
Primary Student ID Number
Previous Field
Next
File Data Display
-----> Make Field Smaller <-----
<------ Make Field Bigger ------>
<--- Left Faster
< Move Field To Left
Move Field To Right >
Right Faster --->
568152 Samantha Allen 1234 North Cross
565207 Julie Baker 789 Main St
563980 Kelsey Coolridge 9875 La Pasadita
564646 Micah DeAngelo 64 Greenway Ct
763918 Sarah Eckbert 158 Gloria Wy
567810 Ryan Fallaway 3444 Hill St
563981 Molly Gringer 1587 Washington
Field position = 1 size = 8
Back
Next
Cancel

Student Data Fields: Match whatever data field is selected with the corresponding data in your student information that is displayed below. The yellow highlight indicates what will be imported into Tracks for that specific data field. Use the "Make Field Smaller" and "Make Field Bigger" buttons to change the size of this yellow area. Move the yellow area to the left or the right by using the "Move Field To Left" and "Move Field To Right" buttons one placeholder at a time. To move it in larger increments, use the "Left Faster" and "Right Faster" buttons.

Once you have finished a data field, you can move to the next data field by hitting the "Next" button located to the right of the data field selection. You will want to map each data field included in your student data file so that everything imports into Tracks correctly. The second data field to be mapped is shown below.


Dr. Download - Map Fields - Play School High School
Student Update Utility Map Fields Wizard
Need new screen shot (Should say SUU instead of Dr. Download in Title)
ey match your data.
Student Data Fields
First Name
Previous Field
Next
File Data Display
-----> Make Field Smaller <-----
<------ Make Field Bigger ------>
<--- Left Faster
< Move Field To Left
Move Field To Right >
Right Faster --->
568152 Samantha Allen 1234 North Cross
565207 Julie Baker 789 Main St
563980 Kelsey Coolridge 9875 La Pasadita
564646 Micah DeAngelo 64 Greenway Ct
763918 Sarah Eckbert 158 Gloria Wy
567810 Ryan Fallaway 3444 Hill St
563981 Molly Gringer 1587 Washington
Field position = 9 size = 15
Back
Next
Cancel

Note: *Fields that have not been located do not show up in yellow highlight. If you need to locate and define a field for the first time, remember to click on the "Make Field Bigger" button to make it show up. In the same way, if yellow highlight is present but you don't want to map the field, simply click "Make Field Smaller" until it disappears.*

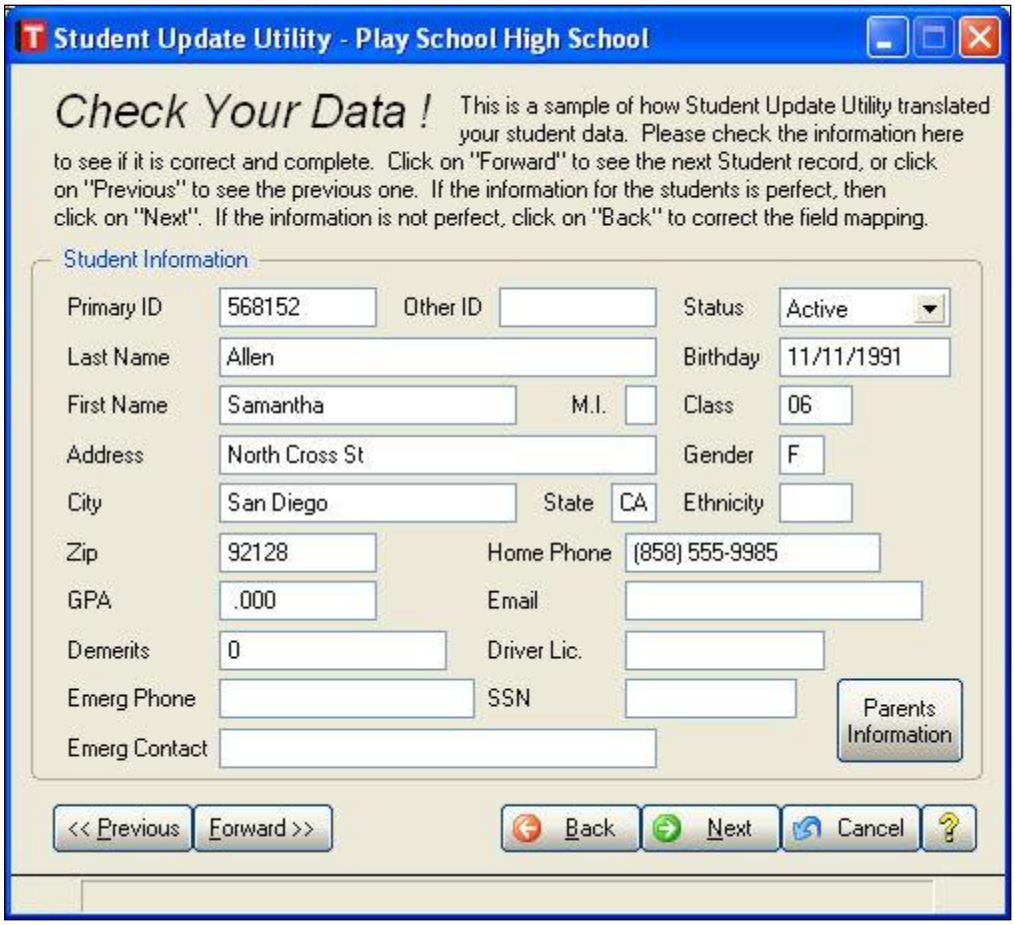

Student Update Utility - Play School High School
Tracks Field Conversion!
Student Update Utility needs to know some general information about your data. Please answer the following questions so that Student Update Utility can inmport your data correctly.
Dr. Download Options
My data's 'Class' field type is in Year format.
When my 'State' field is blank I want it to be CA
When my 'Area Code' field is blank I want it to be 858
Status Field Mapping
Student Update Utility found these values in your data in the 'Status' field. Please select how the status in your data relates to the values Tracks uses for Customer status.
Data Status Value
Tracks Status Value
06
Active
07
Locked
08
Withdrawn
Back
Next
Cancel

My data's 'Class' field type is in: Select the way this information appears in your student data file. If it appears by class (like 11 or 12) then choose class, if it appears by year (like 2006 and 2007) select year. You can still change the way that Tracks shows this by going to the Work Screen Tab in School Settings.

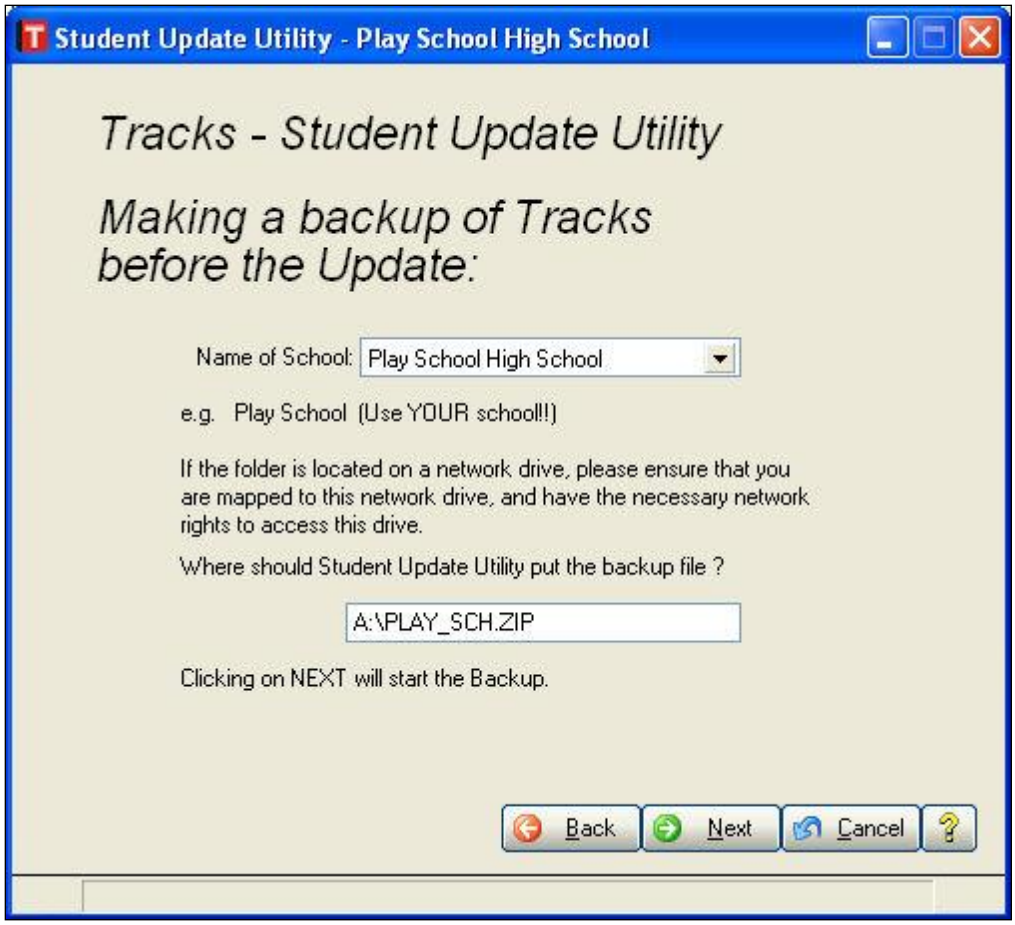
When my 'State' field is blank I want it to be: Enter a state to be entered if the field is blank in your student data..

When my 'Area Code' field is blank I want it to be: Enter an area code to be entered if the field is blank in your student data.

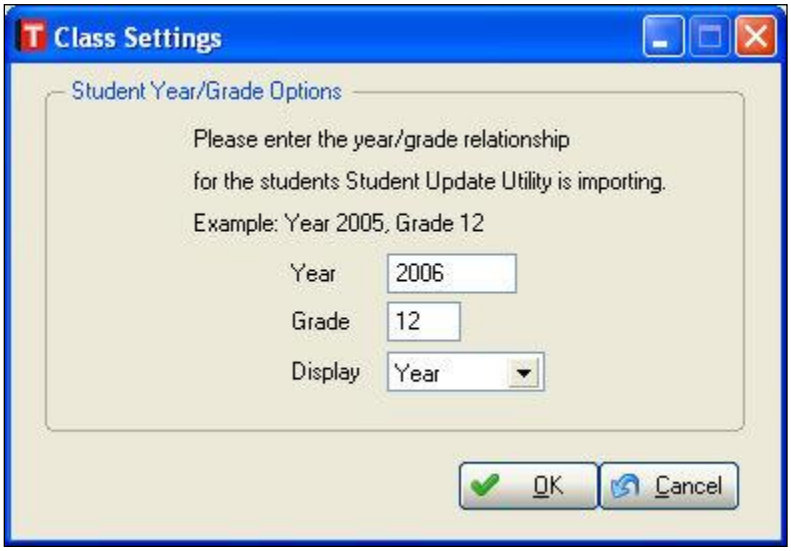
Status Field Mapping: If you did map the Status Field, here you will be able to choose how your codes should be interpreted by Tracks. Your choices are "Active", "Locked", and "Withdrawn".



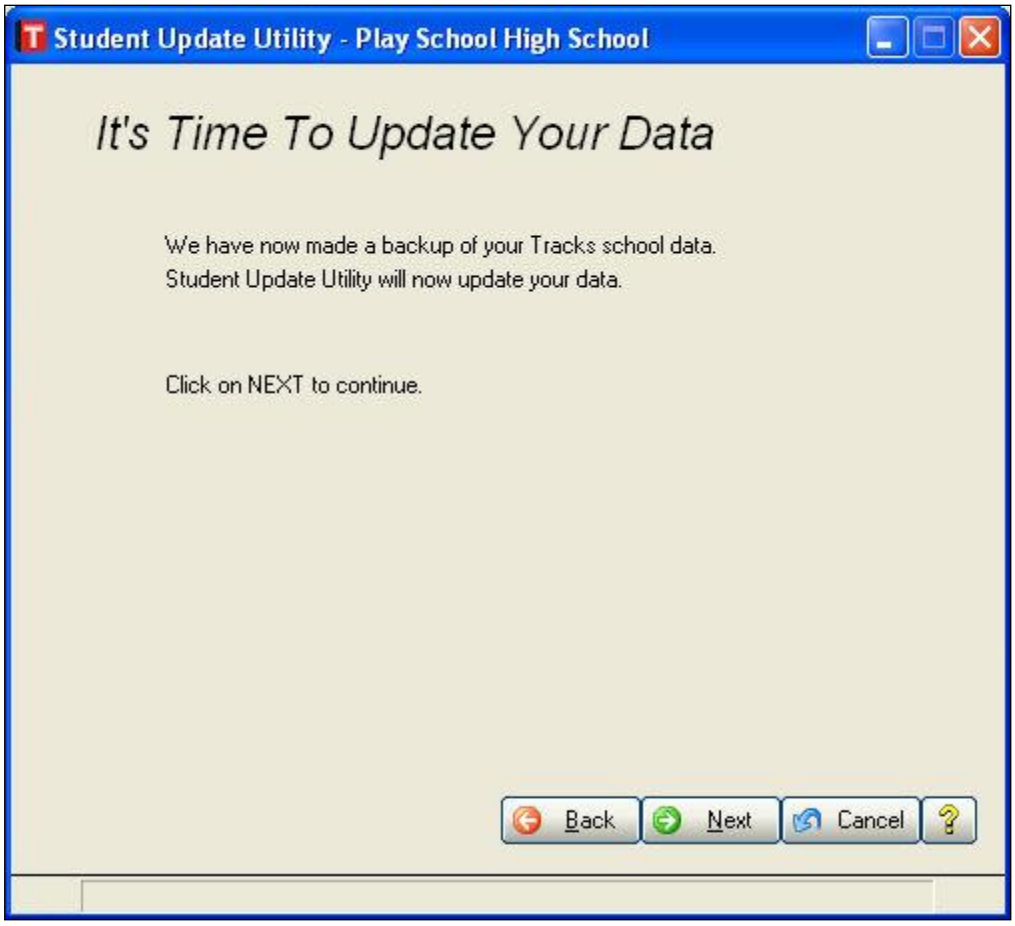
On the "Check Your Data" Screen, you can make sure that all of your fields have been mapped correctly by viewing the way that a student will be imported. To see any imported Parent Data, click on the Parents Information button. You can look at different student records by using the "Previous" and "Forward" buttons. If you need to make changes to your mapping, simply hit the Back button to return to the mapping screen. If everything is the way it should be, hit Next to continue.


Student Update Utility - Play School High School
Tracks - Student Update Utility
Making a backup of Tracks before the Update:
Name of School: Play School High School
e.g. Play School (Use YOUR school!!)
If the folder is located on a network drive, please ensure that you are mapped to this network drive, and have the necessary network rights to access this drive.
Where should Student Update Utility put the backup file ?
A:\PLAY_SCH.ZIP
Clicking on NEXT will start the Backup.
Back
Next
Cancel

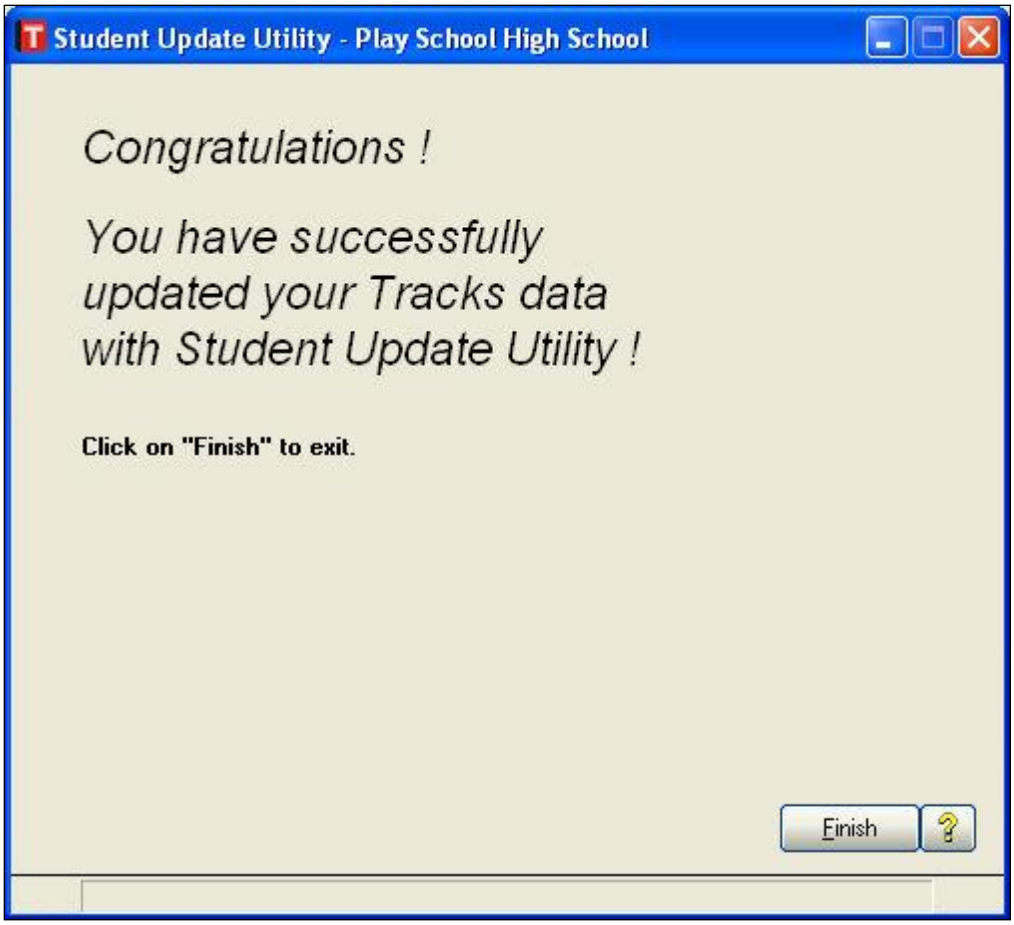
Tracks prompts you to make a Backup of your data so you have a good clean copy of your school before the Student Update Utility is run.



Select the current grade year relationship here. In the example above, the graduating class of 12th graders are the class of 2006. After you have made a Backup, the SUU will continue and then import your students into Tracks.


Student Update Utility - Play School High School
It's Time To Update Your Data
We have now made a backup of your Tracks school data.
Student Update Utility will now update your data.
Click on NEXT to continue.
Back
Next
Cancel

When you click next, Student Update Utility will update your data.


Student Update Utility - Play School High School
Congratulations !
You have successfully updated your Tracks data with Student Update Utility !
Click on "Finish" to exit.
Finish

You should see this screen, which tells you that the SUU was successful. Simply click Finish. Now your students in Tracks match your student data file.

Chapter 16 – BarMaster

What does it do? BarMaster is a bar code printing program designed to simplify printing bar code labels and sheets of bar code symbols used with Tracks and other Blue Bear programs. With BarMaster you can print most bar code labels and sheets with just a few keystrokes. You can also design just about any specialized bar code label using BarMaster's utilities.

A bar code is composed of black and white lines arranged next to each other so that a bar code scanner can read them. The bar code is printed on a label or sometimes combined with other bar codes on a sheet. Usually there is a human-readable text equivalent to the bar code printed along with the bar code. Other additional information related to the bar code item, such as the name, description or other identifying codes can also be printed.

There are several types of bar codes, called "symbologies," available. Each symbology is like a language. Imagine that some words are in English, some in French, and some in Spanish. Some scanners can be programmed to “understand” only English, or only Spanish. Most scanners can read all of the commonly used symbologies, but sometimes it is easier (and faster) to have the scanner only recognize certain ones. BarMaster can print the symbologies most frequently used in inventory and sales situations, as follows:

CODE 39: This symbology (sometimes also referred to as 3 of 9) allows the use of all characters in the alphabet, all digits, and all punctuation. Therefore, CODE 39 is useful for printing bar codes for the items you sell in Tracks (items that have alphabetic letter codes as opposed to only digits) and student ID numbers. However, a CODE 39 bar code is relatively dense compared to some other symbologies in some circumstances. This fact can make a CODE 39 bar code more difficult to read with some bar code scanners in some cases. When using CODE 39, it is especially important to consider how long the data being printed is. Data longer than 10 characters may be inconvenient to scan.

INTERLEAVED 2-of-5: This symbology can only print digits, not letters of the alphabet or punctuation. On the other hand, it produces printed bar codes, which are relatively less dense than other symbologies. Less dense bar codes are more readable. This means that Interleaved 2-of-5 bar codes are frequently the symbology of choice for numeric data. If your student ID numbers are longer and you will be printing student ID bar codes using BarMaster, you may want to use this symbology.

Hint: *For best results when printing bar codes, always set your printer to print the very best quality it can print. Different printers have different choices, but here is one way to do it. Click “Start” on your Desktop Taskbar. Go to Settings, Printers. Right click on your printer and choose Properties. Go to the Setup Tab and set Print Quality to “Best.”*

You can print BarMaster labels on label sheets or plain paper. You can even use BarMaster to print mailing labels for your Customers.

Where is it? Go to the Modules Menu, and choose BarMaster.

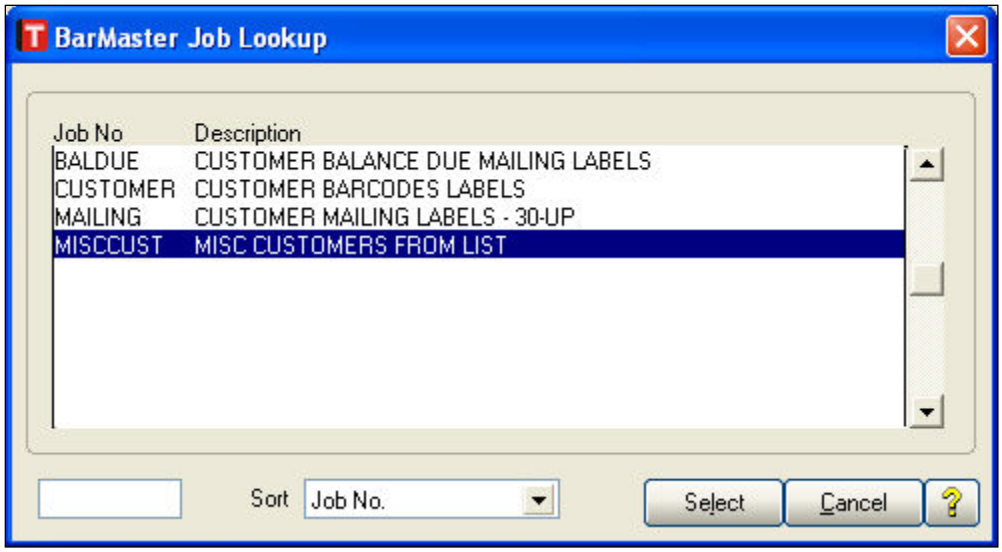
- Printing Menu – use this menu to print BarMaster Jobs from this menu.
- Management Menu – use this menu to set up jobs and label layouts, and print Registration Forms.
- Customize – use this menu to adjust the printing coordinates for the paper.

BarMaster Printing Menu

What does it do? The BarMaster Printing Menu is where you go to print bar codes and other labels (like mailing labels) in Tracks. There are four Printing options: Student Bar Codes, Club Bar Codes, Item Bar Codes and Other Bar Codes. Selecting an option by clicking on it will bring up the selection screen, which allows you to choose a "Job Definition." Several common printing jobs for each option have already been created for you. For example, click on "Customer Bar Codes" and the Job Selection screen for Customer Bar Codes appears. On this page, we’ll be referring to Customer Bar Codes, but all printing works the same way.

Where is it? Go to the Modules menu, BarMaster, and select Printing.

Using the Screen



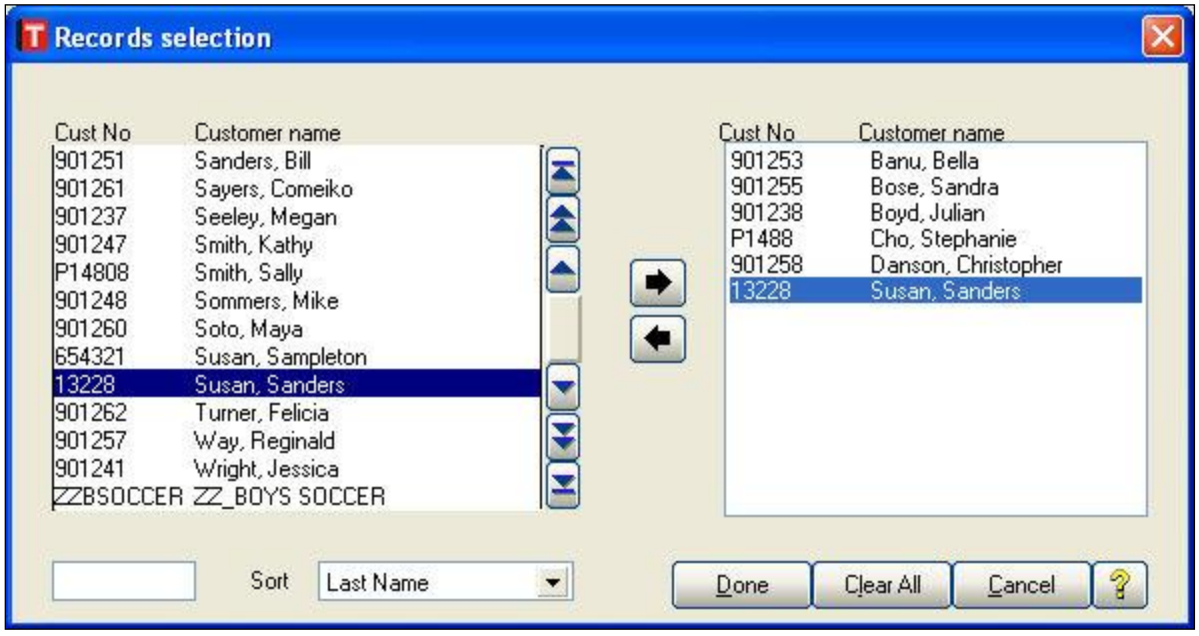
There are three types of Student Bar code printing jobs:

1. Print predefined list. BALDUE is an example of a predefined list; it prints mailing labels for all Customers who owe money. The selection criteria and source files for this job have already been defined in the Job Management section of the program, which is described elsewhere. This is an example of a standard job. When you print this type of job, BarMaster does not prompt you for additional information because there are no selection criteria to choose at the time you print; you want to print a label for EVERYONE who has a balance due.
2. Print from lookup. MISCCUST is an example of a lookup job. You can lookup and select individual Customers at the time you want to print.
3. Print from a miscellaneous list. This "List" type of job uses a miscellaneous list file as its source instead of a standard Tracks file, like CUST -- the student and club data file. For example, you may want to print out bar codes for a certain group of students, like students on Student Council. You can pick which students will be in the special list data file, and then print bar codes for that list any time you want.

The Printing menu also has selections for Clubs, Items, and Other jobs. All these work the same.

Using the Screen

In the example above, we've chosen MISCCUST to print bar codes for miscellaneous Customers from a list. BarMaster then displays a lookup screen so you can pick the Customers you want.



All Customers are listed on the left. The Customers you have selected are listed on the right.

Customer Lookup: You can sort Customers by Last Name or Customer Number. When sorted by Last Name, you can search for a Customer by typing in the first characters of the last name. In the example above, we've typed in an "M" and Tracks has moved to the first "M" record it can find.

Done: Click the Done button when you have finished your selection and are ready to print.

Clear All: Click the Clear All button to clear the selection list.

Using the Screen

In the example above, we've selected several Customers and clicked Done. Tracks now displays the print screen.

Position of the First Label: Enter the Starting Column and Starting Row of the first label. If you are printing on plain paper or a brand new sheet of labels, leave the default settings of 1 and 1. If you have already used some of the labels on a sheet and want to start printing in the middle of the sheet, enter the correct column and row.

Print or Preview: You may print or preview this job

BarMaster Management Menu

The Management Menu is where you'll set up jobs to print and design the layout for your labels. This is also where you can print Registration Forms which can be used just like an order form. You can also print Command Bar Codes from this menu.

BarMaster Job Definitions

What does it do? The BarMaster Job Definitions screen is where you go to define what data and what kind of labels you want to print. Managing Job Definitions is a three-part process:

1. Select what kind of bar codes you want to print. For example, is this job for printing Student bar codes or Item bar codes? You'll indicate a Source File and BarMaster then knows which data files to use.
2. Select the label layout to use for formatting the label.
3. Enter the criteria for selecting which records to print.

Where is it? Go to the Modules menu, BarMaster, Management, and select Job Definitions.

Using the Screen

Entering a New Job: To enter a new Job, create a new Job Number. This should be a short code that is an abbreviation for the job. Whenever you use the lookup function to choose a job, the jobs in the lookup list will be sorted by Job Number. Therefore, when you make up a Job Number, take into consideration where it will show up alphabetically. This will help make it easier in the future to find and select Job Definitions. If the name you enter is not a name for an existing job, BarMaster will assume you are entering a new job.

Editing an Existing Job: To edit an existing job, type the Job Number or use the lookup button or <F2> to select from a list of existing Job Numbers. BarMaster will display the job information for this job on the screen.

Import a Job from Another School: Click on this button to look up a school, and then select a job from that school to import here.

FIELDS

Job Number: Enter a code you will use to identify this Job Definition or press <F2> to lookup existing jobs.

Description: Enter a short description for the job. This description will show up on lookup screens and help you to identify this job.

Menu group: Enter the specific Printing Menu from which you will launch this job. For example, if you enter "Customer" in this field, then, when you select "Print Customer Bar Codes" from the Printing menu, this job will show up on that screen. Choices include the following: Customer, Club, Item Number, or Other.

Job type: There are two types of jobs in BarMaster - Regular or Customize.

"Regular" - Regular, using filters. Choose Regular to print the same records every time. You would use this job type to print a list of all your items or all the 9th graders.

"Customize" - Customize (make a list). Print selected records only. Choose Customize if you want to choose new records to be printed each time or if you want to print from a list you have created. You would use this job type to print a list of only AP test items or only the students in French Club.

The most common setting is "Regular". Enter "Regular" if this job is intended to print bar codes from printing **predefined** lists, or from lookups or prompts. Enter "Customize" if this is a custom job and will involve **on the fly selection** of only certain records from a list. If you enter "Customize", then, when you select this job from the selection list in Printing, BarMaster will prompt you to select the records you want to print.

Index: Enter the name of the sorting index, leave blank for none, or press <F2> to select from valid fields to index on. BarMaster will index (sort) the records in the Source file by the selected field. An index determines the sort order of the labels you print. For example, if this job is for printing item bar codes, you have your choice of printing the bar codes sorted by item number or by item description. If you choose the index named "ITEM," the bar code labels would print in order by item number. If you use "DESC" as your index, the bar codes will print in order by description.

Label name: Enter the name of the label layout to use or press <F2> to lookup valid layouts. Label layouts are created and maintained in Label Layouts. To select from a list of valid layouts, press the lookup key <F2> or the lookup button and select the desired label name.

Source File: Enter the data file to be used for this Job. You can choose between the Customer, Item, or TexTrack file. If this job is printing student bar codes, choose Customer.

Sort by: You can designate the order in which the labels will print. The Sort choices are determined by which file you selected. If you chose Customer, you can sort by Last Name or Customer Number.

Copies: Enter the number of copies of each label you want to print. If you want to print 2 copies of each label, enter a "2" in this field.

For Regular Jobs Only:
You have the option to enter up to three sets of criteria for selecting or "filtering" records for each regular job. For example, to print bar codes for 9th graders only, you would want to filter the data in the whole Customer file so BarMaster would only pull records where the Student's grade/class equaled 2003 (if that is the graduation year for current 9th graders). Hint: Tracks stores all grade/class information as the 4-digit year – even though you may choose to display the actual grade (like 9th).

Filter: A filter is a combination of entries, which tells the computer which records in the data file to print. For example, a filter of

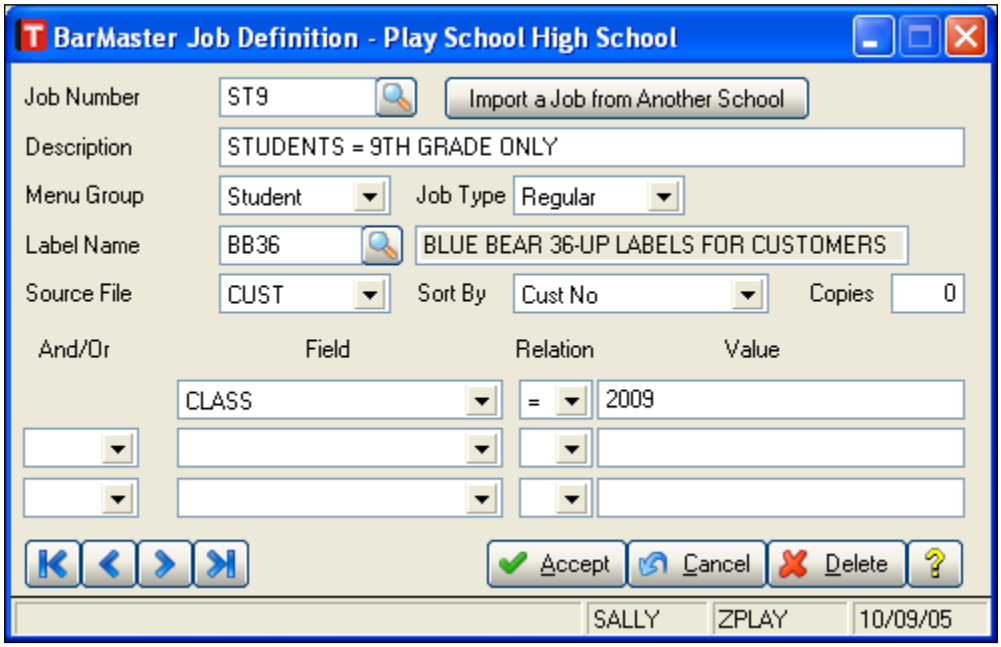
LAST_NAME = JONES

would cause all records for which the last names were "Jones" to print. You can have multiple relations, such as

LAST_NAME = JONES AND FIRST_NAME = JOHN

The important thing about using filters is that you have to get the field names (like LAST_NAME and FIRST_NAME) correct. BarMaster will not let you put in incorrect field names, because it will only allow you to select field names from a list of actual field names in each appropriate file. Use the drop down button when you have to enter a field, and BarMaster will show you the available fields in that file.

HOW TO ENTER A FILTER FOR A REGULAR JOB



Field: Select the field from the drop down list of fields available. In the example above, we've chosen CLASS.

Relation: Enter the relation between the field and the value that you will be providing. In the example above, we've chose "=" because we want all the students who have a CLASS of 2003. Valid relations are

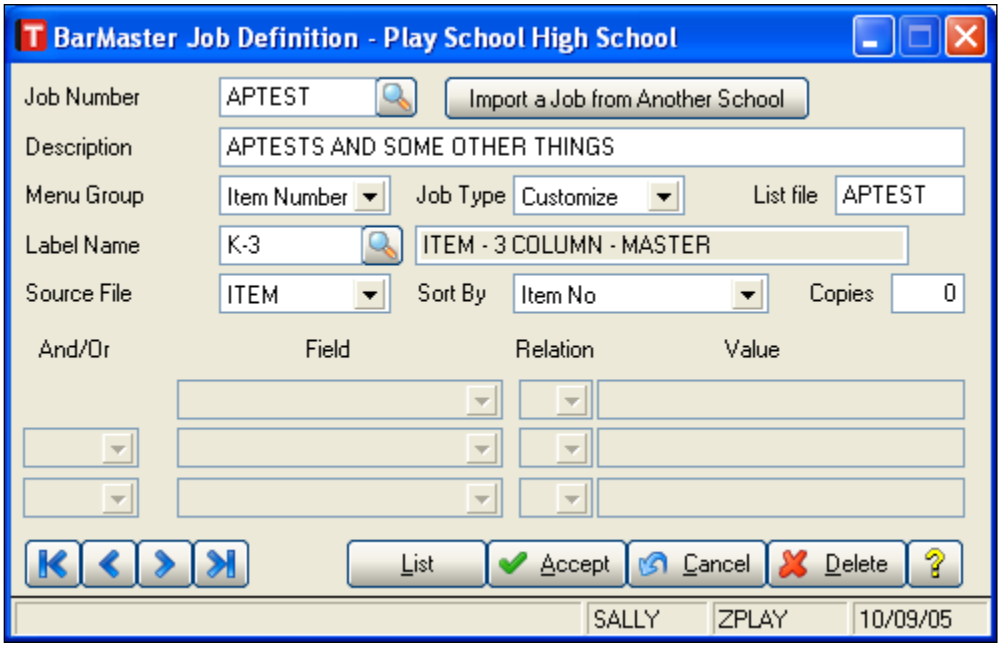
=	Equal to (for words, as many letters as you provide will be matched)
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
IN	Is contained in (for example: CLASS IN 2007 2008 will give you 10th and 11th graders)

Value: Enter the data to be compared with, like the graduating year or name of a city. In this case, it's "2009" because that is the graduating year we want.

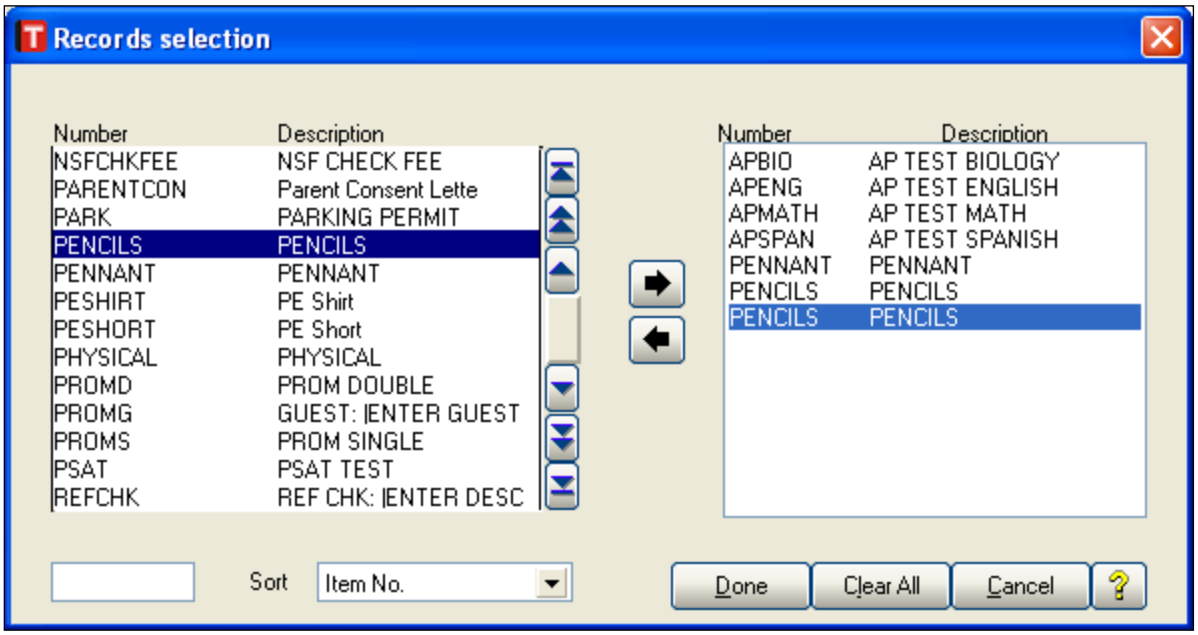
And/Or: If you want to enter more than one relation, start the second or third line with AND or OR. Use only AND's or Or's on one job, not both.

HOW TO SET UP A CUSTOM JOB

The Customize Job feature allows you to select certain specific records from a file for printing. For example, you might want to print a sheet with only items that relate to AP tests. First, you have to tell BarMaster which items belong in that group. You do that by defining a LIST of AP test items, plus a couple other things too. If I only wanted to print bar codes for AP Tests, I might use a Regular Job, but for this job I want the AP Tests and some other non-related items, so I'm going to use a Custom Job. When you enter "Customize" as the Job Type, BarMaster prompts you to enter the name of the list - in this case, we will call the list "APTEST."



Now we have to pick the exact items we want to include in our list. Click the List button at the bottom of the screen to begin working with the List function. BarMaster will display all the records in the Source file on the left of the screen. You can choose which records from the Source file to include in your new List. You can either double click on the left column to add records to the column on the right. Or you can highlight the record on the left and click the arrows in the center of the screen to select or de-select them for printing.



The new APTEST list is now comprised of the items on the right.

Done: Click Done when you are finished.

Clear All: Click this button to clear all your selections.

Note: *The Source file on the left is sorted according to the Sort choice you make. In this example above, if you wanted to sort the records in item description order, you would choose Item Description from the drop down button and then the records would be sorted in Description order.*

Search function: To search for a specific record, start typing the first few characters of the sort field. When you first open this record selection window, BarMaster positions the cursor in the box on the lower left side of the screen. As you type, BarMaster will display the characters you enter at the bottom of the left window and move the cursor to the closest record that matches.

HOW TO DELETE AN EXISTING JOB

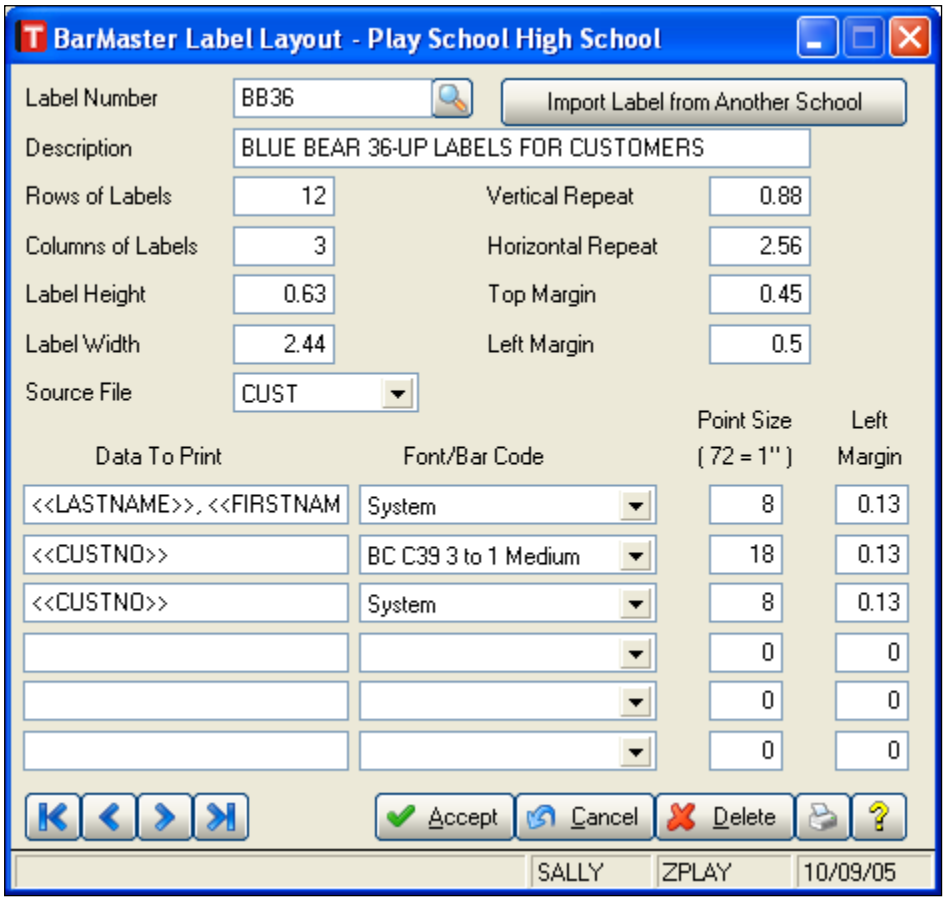
Enter the name for the job as if you were going to edit it. Click the Delete button on the bottom of the screen. BarMaster will delete this job.

BarMaster Label Layout

What does it do? The BarMaster Label Layout screen is where you can define how you want your bar code labels or mailing labels to look. BarMaster allows you to enter label formats for printing bar codes on plain paper or actual labels. You must set up the correct label layout for each type of label you want to print. BarMaster comes with several labels layouts pre-defined.

Where is it? Go to the Modules menu, BarMaster, Management, and select Label Layout.

Using the Screen



Import Label from Another School: Click on this button to look up a school, and then select a label from that school to import here.

To enter a new label, create a new name/number for the label. This should be a short code that is an abbreviation for the label. Whenever you use a lookup function to choose a label, the labels in the lookup list will be sorted by label name. Therefore, when you make up a label name, take into consideration where it will show up alphabetically on the list. This will help make it easier in the future to find and select labels. If the name you enter is not a name for an existing label, you can enter information for a new label.

The screen above shows an example of the Label Layout screen for an existing label. This label layout prints Blue Bear 36-up labels – that is there are 3 columns and 12 rows of labels.

All the other settings on this screen tell BarMaster how to print these labels. You can set up as many label layouts as you need.

Label Information:

Label Number: Enter the number or code of the Label Layout or press <F2> or use the lookup button to see the list of existing Label Layouts.

Description: Enter the description for this Label Layout.

Rows of Labels: Enter the number of rows down the page. For example, if the page of labels has 3 across and 12 down, enter "12."

Columns of Labels: Enter the number of columns across the page. For example, if the page of labels has 3 across and 12 down, enter "3."

Label Height: Enter the height of each label in inches.

Label Width: Enter the width of each label in inches.

Vertical Repeat: Enter the vertical distance in inches from the top of one label to the top of the next label.

Horizontal Repeat: Enter the horizontal distance in inches from the left of one label to the left of the label beside it.

Top Margin: Enter the distance from the top of the page to the top of the first row of labels, in inches.

Left Margin: Enter the distance from the left side of the page to the left edge of the first column of labels.

Source file: Enter a source file to use for field names for this layout or press <F2> to lookup valid databases. BarMaster allows you to decide which fields from which database you want to print on a label. *Hint: If you design a label to print student name and bar code information, DO NOT choose this Label Layout to print ITEM information – it won't work!*

Label detail lines: Enter the information you want to print on each line for this label. You may enter up to 6 lines for each label.

Data to print: Enter the data to print on this line or press <F3> to get a field name from the selected database file. You can choose to print either actual text like "BLUE BEAR HIGH SCHOOL." Or you can print a field from the selected database. Fields from the database have <<arrows like these>> around them. Regular old text like "Blue Bear High School" will print as is – no quote marks needed in the field. Here are some examples:

1. **<<ITEM>>** = prints the actual ITEM for this record.
2. **<<LAST_NAME>>, <<FIRST_NAME>>** = prints the customer last name, then a comma, then a space, then the customer first name. For example, "Jones, Johnny."
3. **BLUE BEAR HIGH SCHOOL** = prints the actual text. For example, "BLUE BEAR HIGH SCHOOL".

Font/Bar code: Enter the font or the bar code type to use or use the drop down button to look up valid fonts. Because everyone uses different length numbers, you may have to tinker with these settings to get BarMaster to print correctly for your specific items or students. BarMaster supports printing of the following bar codes:

Bar Code 39 or 3 of 9	Use for alphanumerics (like ITEMs)
Bar Code 2-of-5	Use for student numbers when numbers only
2-of-5 Patron	Use for Library student numbers. For example, this will produce a bar code similar to "P 5678" used in some library systems.
2-of-5 Textbook	Use for Library textbooks. For example, this will produce a bar code similar to "X 1323" used in some library systems.
2-of-5 Library Book	Use for Library books. For example, this will produce a bar code similar to "T 8769" used in some library systems.

Point Size: Enter the point size for this bar code or font. For guidance, check the sizes on several of the default jobs. You may need to play around with this setting a couple times to get it right. Normally, a font with a point size of 72 is one inch high.

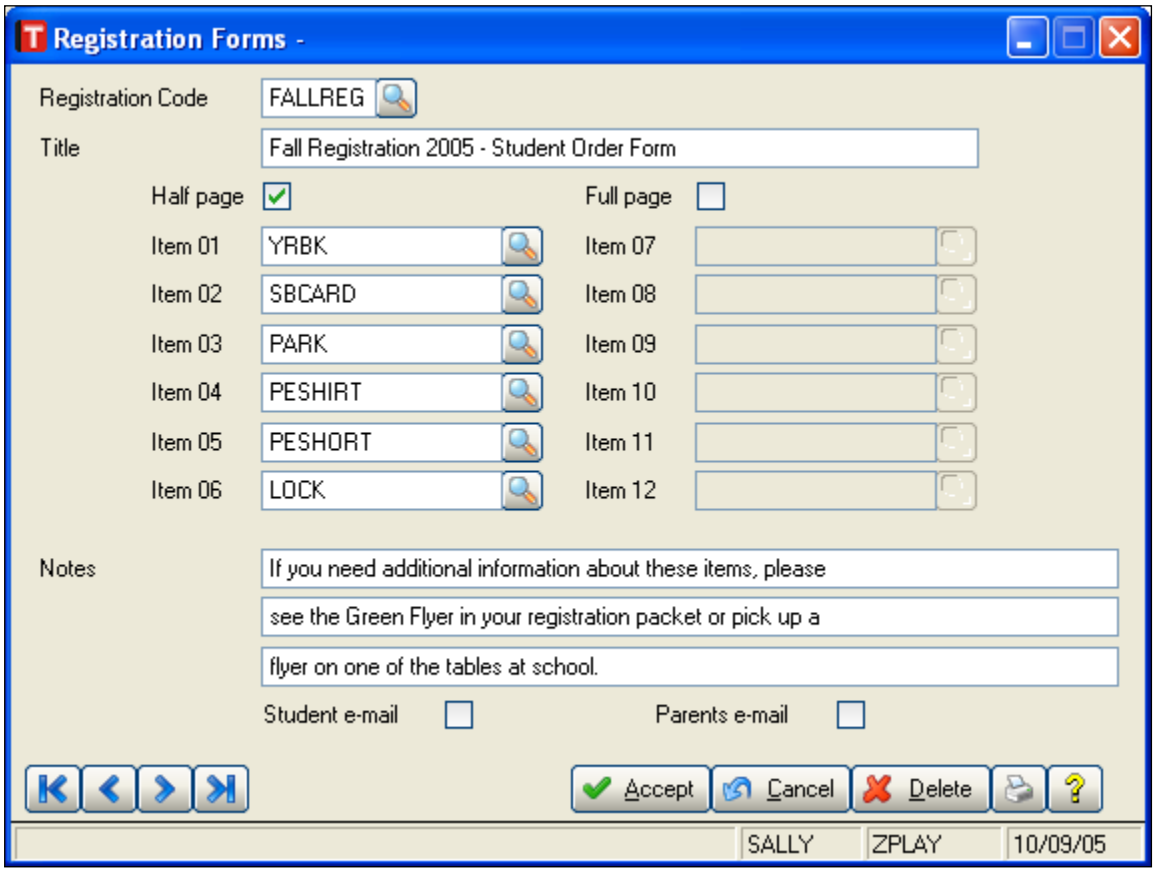
Left Margin: Enter the distance from the left edge of the label to the first print position. Measure from the left side of the label to the point where you want the printing to start.

BarMaster Registration Forms

What does it do? The BarMaster Registration Forms allow you to generate forms with bar codes to be used for Fall Registration, sales of AP Tests, or any other thing you can think of. Of course, you can always print up a bunch of bar codes and stick them on any document to make up an order form, but this utility makes it much easier. The form prints a place for the student's name, all the Items with their bar codes, a place for the Customer to fill in the amount and total the sale. With this form, you can ensure that students have everything filled out and ready to go by the time they get to you with the payment.

Where is it? Go to the Modules menu, BarMaster, Management, and select Registration Forms.

Using the Screen



Registration Code: Enter a code for this form or use the lookup to find an existing form.

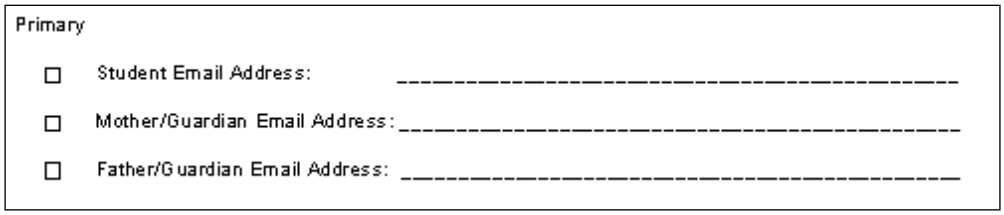
Title: Enter a title for this form.

Half Page/Full Page: Check Half Page if you want to create a half page form with 6 items to sell. Check Full Page if you want to print this form as a full page with twelve items.

Item 01 through 12: Enter item numbers or use the lookup to find the items you want.

Notes: Enter notes to be printed on the bottom of the form.

Student or Parents e-mail: Check these boxes if you want to include a space on the bottom of the form for the students or parents to include their e-mail addresses. It will look like this on the bottom of your form:

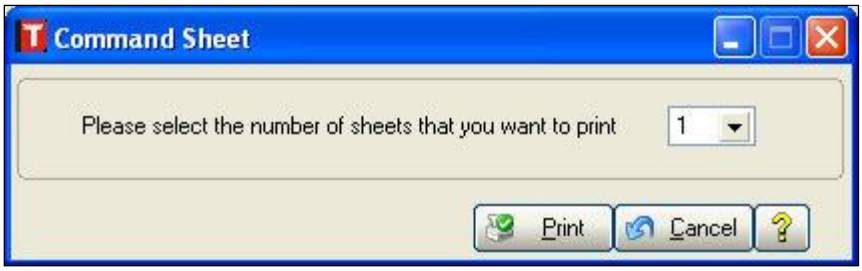


Command Bar Codes

What does it do? The Command Bar Codes utility allows you to print bar codes for many of the commands you'll use on the Work Screen. The sheet prints bar codes for functions like Return and all the Function Keys.

Where is it? Go to the Modules menu, BarMaster, Management, and select Command Bar Codes.

Using the Screen

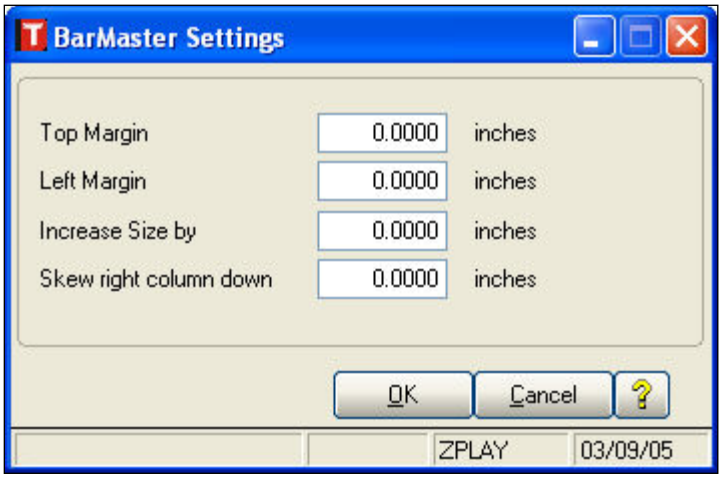


BarMaster Customize

What does it do? The BarMaster Customize options allow you to fine tune BarMaster printing for your specific printer. Sometimes printers don't feed evenly or have spacing issues. For most users and most printers, BarMaster prints mailing labels and bar codes correctly with no adjustments. But if you have printer challenges, try these adjustments. If you have questions, please call Support.

Where is it? Go to the Modules menu, BarMaster, and select Customize

Using the Screen



Top Margin: Enter the top margin in inches. BarMaster will go down this far and then start printing.

Left Margin: Enter the left margin in inches. BarMaster will go over from the left this far and then start printing.

Increase Size by: If, when you print your labels, you think that the label height is set correctly, but the labels either don't reach the bottom or go too low on the printer you're using, you can use this setting to adjust how tall overall BarMaster will print on the page. This will affect all labels in the same manner.

For example, if the last label on your page is .1 inch too high, then enter "0.100" in this setting, and BarMaster will adjust all the labels so they will print correctly. In this way, if you change printers and your labels aren't aligned vertically correctly, you can adjust ALL your label layouts by making entries on this screen rather than having to change every single label layouts

Skew right column down: If your printer doesn't feed straight, this setting allows you to move the printing on the right side of the page. Enter the amount to skew down in inches.

Chapter 17 – FundRaiser

FundRaiser Maintenance

What is a Fundraiser? A fundraiser event is any single event or promotion that students use to raise money for clubs or for any other purpose. A fundraiser may be a month-long candy sales promotion, or a car wash on an afternoon. When you use the FundRaiser module in Tracks, you should go through the procedure of estimating your revenue, getting the event approved, and printing a Revenue Potential form for every single fundraising event that occurs - it does not matter how big or how small, whether it lasts 10 minutes or 2 months.

You will be able to track who owes money for which fundraiser, which student sold the most candy, and how much money each and every fundraiser generated.

What does FundRaiser Maintenance do? FundRaiser Maintenance is where you enter all the information about each fundraiser you hold.

Where is it? Go to the Modules menu, FundRaiser, and select FundRaiser Maintenance.

Using the Screen

This is the Database Management Tab

FundRaiser No.: Enter up to 10 characters that will be a code for this fundraising event. Example: CANDYDRIVE.

Description: Enter a longer description (30 characters) of the event, including possibly who it is for or what is being sold.

Item being sold: Enter a description of the exact item or service being sold. At present, you may only designate one Item here to be the primary Item to be sold in this FundRaiser. However, you MAY actually sell more than one Item for this FundRaiser Code. For example, you can set up CANDY1 and CANDY2 in Item Maintenance and point them both at this FundRaiser Code.

Advisor: Enter the teacher or other adult who is supervising the event. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

GL Account: Enter the GL Account where money for this event will be posted. This GL Account must be in your GL Account Maintenance file. When you sell Fundraiser Type Items, Tracks will use the GL Account on this FundRaiser rather than a GL Account on the individual Item.

Dates: Enter the beginning and ending dates for this FundRaiser.

Status: This indicates whether the event is open or closed. The system will not record sales for FundRaisers that are Closed.

Type: Enter "I" if the FundRaiser is for selling items, like candy bars, which will be tracked by quantity. Enter "A" if you are only going to track amounts of money collected, like for a car wash event or sales of magazine subscriptions.

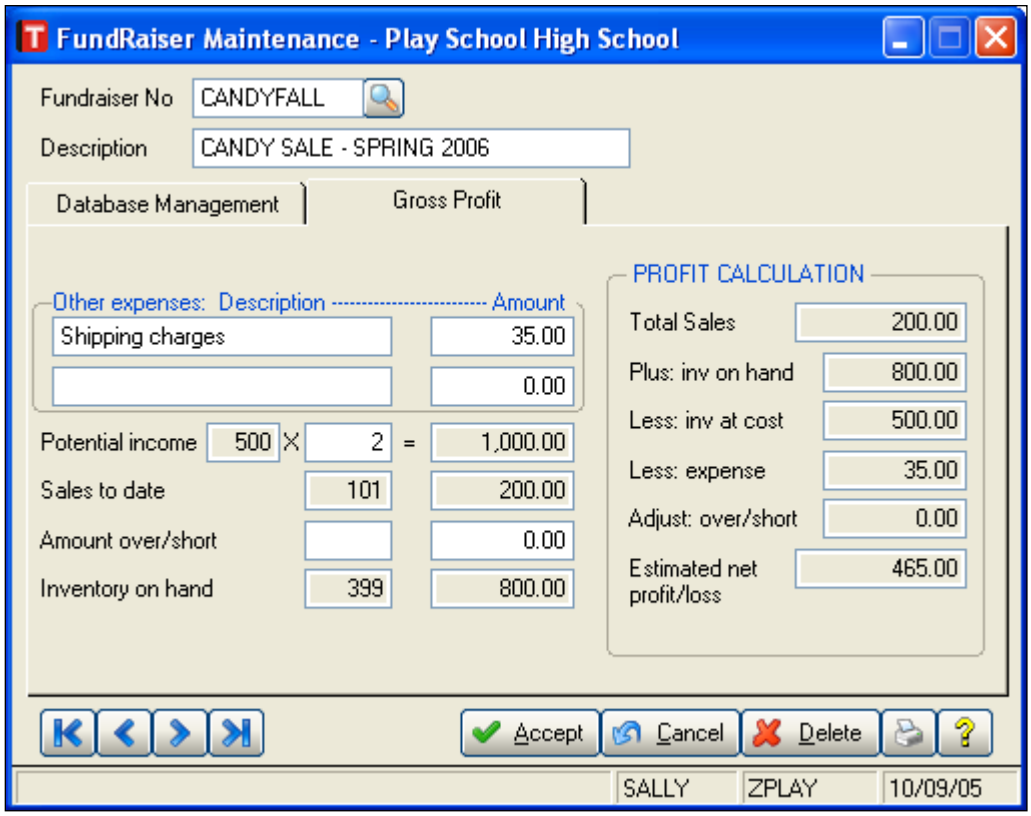
Items purchased at cost: Enter the quantity of items purchased at cost (if Type is "I") and the total amount paid for the items purchased.

Less returns at cost: When the event is over, enter the total quantity of items returned to the vendor, and the total cost of these items.

Available for sale: Tracks displays the net quantity and total cost for the item to be sold.

Using the Screen

This is the Gross Profit Tab.



Other expenses: Enter the description and amount of other expenses that will be/were incurred during the event.

Potential income: If you are selling items, enter the unit price for each item. Tracks will calculate the total potential income of the items to be sold. If you are collecting money, enter the total projected amount you hope to collect.

Sales to date: Tracks will display sales to date information.

Amount over/short: When the fundraiser is over, enter any amount you are over/short here.

Inventory on hand: Tracks calculates and displays the remaining inventory on hand.

PROFIT CALCULATION
The right section of the screen displays a calculation of our total profit for the event given the information you've entered.

Closing a FundRaiser

When your fundraiser is over and you want to close it, simply change the Status to "Closed." You will not be able to make any other sales to this FundRaiser Code.

FundRaiser Reports

Revenue Potential Report

What does it do? The Revenue Potential Report is a special report that prints out a summary of FundRaiser activity formatted especially for reporting to schools. It is actually formatted according to a special "Custom Report" described in the next section. You can change it to match your exact reporting format.

Where is it? Go to the Modules menu, FundRaiser, Reports, and select Revenue Potential Report.

Using the Screen

FundRaiser Code: If you want to print the Revenue Potential Report for all FundRaisers, leave the All box checked. Otherwise, enter Starting and Ending FundRaiser Codes.

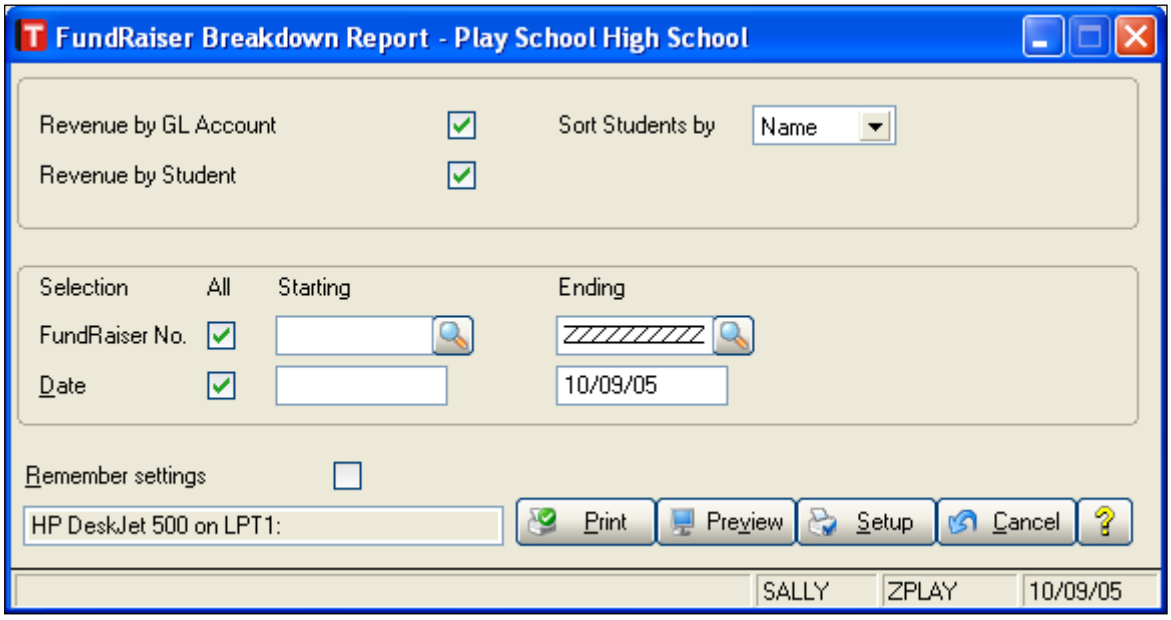
Remember Settings: Check this checkbox to save the report selection settings for the next time you access this report.

FundRaiser Breakdown Report

What does it do? The FundRaiser Breakdown Report prints a detailed breakdown of what happened in an event, in terms of items issued, money collected, and who has what or owes what. You are prompted for the defaults and selection criteria for the report.

Where is it? Go to the Modules menu, FundRaiser, Reports, and select FundRaiser Breakdown Report.

Using the Screen



Revenue by GL Account: Check this box to print a breakdown by GL Account for the FundRaisers selected.

Revenue by Student: Check this box to print a breakdown of revenue by Student for the FundRaisers selected.

Sort Students by: On the Revenue by Students Report, you can choose to sort the students by Name or by number of units sold. If you want to give a prize to the student who sold the most units of something, choose Units.

FundRaiser Number: If you want to print the report for all FundRaisers, leave the All box checked. Otherwise, enter a starting and ending FundRaiser Number.

Date: If you want to print the report for all dates, leave the All box checked. Otherwise, enter a date range.

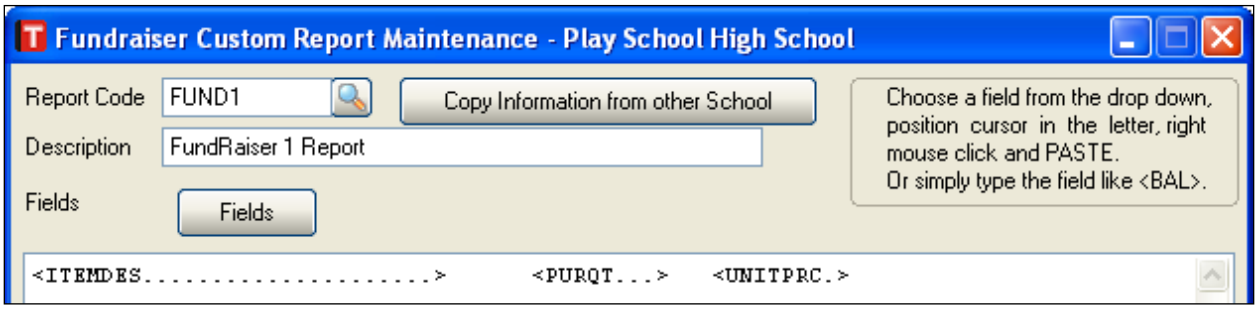
Remember Settings: Check this box to have Tracks remember your settings for the next time you run this report.

Custom Report Maintenance

What does it do? Custom Report Maintenance works the same way that form letters work. You can set up as many different reports as you want and save them for future use. Most schools use the Revenue Potential Report included with this module to print a summary about their fundraisers. But if you need or want a custom report for a special form or just to display fields in a different order, you can use this feature to create your own reports.

Where is it? Go to Modules, FundRaiser, Reports, and then choose Custom Report Maintenance.

Using the Screen

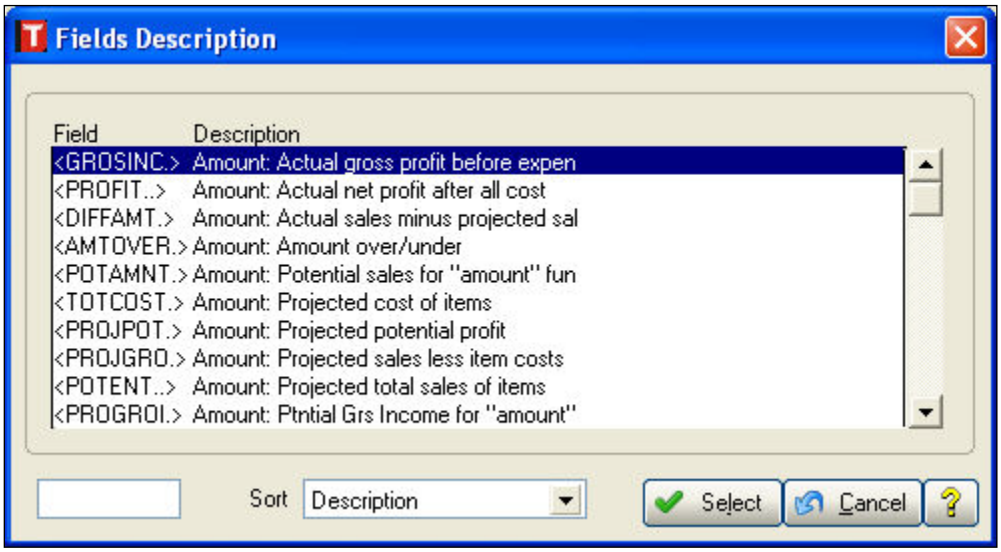

Fundraiser Custom Report Maintenance - Play School High School
Report Code
FUND1
Copy Information from other School
Description
FundRaiser 1 Report
Choose a field from the drop down, position cursor in the letter, right mouse click and PASTE.
Or simply type the field like <BAL>.
Fields
Fields
<ITEMDES.....>
<PURQT...>
<UNITPRC.>

Report Code: Enter a new code for your report or select an existing code from the lookup.

Copy Information from other School: Click on this button to look up a school, and then select a report from that school to import here.

Description: Enter a description for this custom report.

Fields: Choose fields to print on the report using the Fields button, as shown below.

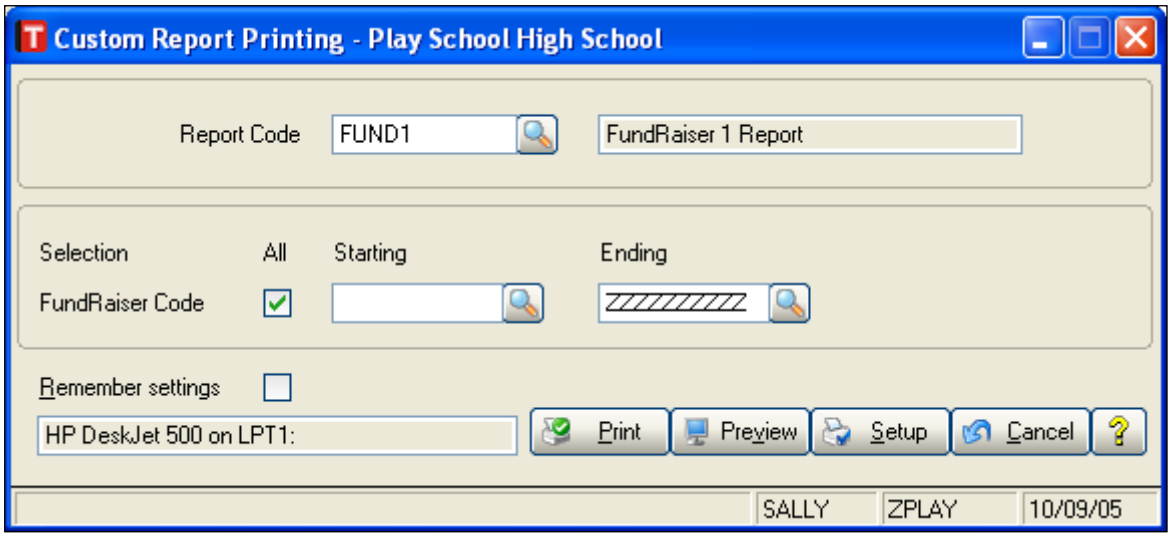


Custom Report Printing

What does it do? Once you have designed Custom Reports in FundRaiser, you can come here to print them.

Where is it? Go to Modules, FundRaiser, Reports, and then choose Customer Report Printing.

Using the Screen



Report Code: Enter a Report Code or select an existing code from the lookup.

FundRaiser Code: Enter a range of FundRaiser Codes for this report or leave the All box checked to print the report for all FundRaisers.

Remember settings: Check this box if you want Tracks to remember the above settings for the future.

Chapter 18 – Equipment Tracking

Equipment Processing

Equipment Tracking allows you to track equipment of all types. Most Tracks users find it extremely useful to track sports equipment using this module. Some even track audio-visual equipment and other valuable equipment like cameras and laptop computers. The premise behind Equipment Tracking is that you can set up Items that will be issued to students, but eventually (hopefully) will be returned. So, it's not really a sale you make when you hand them the football helmet; it's more like a loan.

Why do you care? You care because football helmets, kneepads, practice jerseys, and all the other equipment students use costs money. When you loan these items to a student and don't get them back, it's like throwing money away. Equipment Tracking helps you keep track of who has what so that if you don't get it back, you can charge for it.

Overview

1. Set up Equipment Type Items in Item Maintenance. You might do this for football helmet, practice jersey, game jersey, knee pads, etc. Let's assume you set up an Item called HELMET. For more information about Equipment Type Items, see the chapter on Items.
2. "Sell" or issue HELMET to a Customer on the Work Screen. Tracks will create a receipt transaction just like a regular sale, only this one will be for zero dollars.
3. To see which Customers have a HELMET in their possession, you can either type [EO] at the Command Line on the Work Screen, or print an Equipment Report. You can print Equipment Reports by Customer or by Item.
4. When the Customer brings back the HELMET, simply do a Return for the HELMET on the Work Screen. If the Customer is returning all his Equipment Items at once, you can type [RA] for Return All. Tracks will create the return entries automatically.

Equipment Issue/Return on the Work Screen

With the Customer on the Work Screen, type [EO] on the Command Line for Equipment Out to view everything checked out to this Customer. You'll see a screen like the one below.

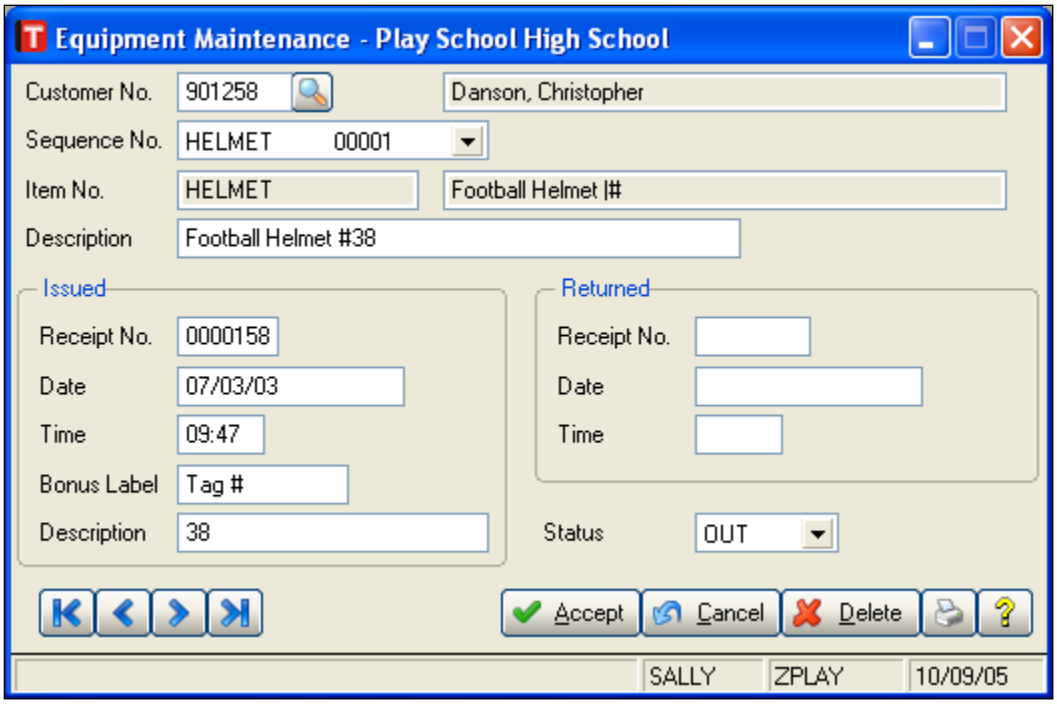
Type [RA] for Return All to return ALL the Equipment Items issued to this Customer.

Equipment Maintenance

What does it do? Equipment Maintenance is the place where information about students (or faculty/staff) who have checked out equipment is stored. Data is stored in the file by Customer Number and a Sequence Number. The Equipment Maintenance file also contains Receipt number, date and time checked out and in. The new Bonus Field is also available in Equipment Tracking. A record is created in Equipment Maintenance each time you sell/issue an Equipment Type item from the Work Screen. You may not enter new records into Equipment Maintenance; you may only edit or delete records that already exist.

Where is it? Go to the Modules Menu, Equipment Tracking and choose Equipment Maintenance.

Using the Screen



Customer Number: Enter a Customer Number or find the Customer by using the lookup window.

Sequence Number: You can use the drop down lookup to view all the Equipment records for this Customer. Select the one you want to edit.

Item Number: Tracks will display the Item Number and Description of the item. This field is for display only.

Description: Tracks displays the description from the history transaction (not from Item Maintenance) and you may edit this description here. Note: This Equipment record is separate from the Receipt history record, and that is the only reason Tracks allows you to edit it. Fields on this screen that are edited only print on the Equipment Reports. Records in the Receipt history file that print on the Sales by Receipt Report and Sales by Item/Customer Report may never be edited or deleted.

Issued – Receipt Number, Date, Time: Tracks displays the receipt number, date and time the item was issued to this Customer. You may edit these fields.

Returned – Receipt Number, Date, Time: Tracks displays the receipt number, date and time the item was returned from this Customer. You may edit these fields.

Bonus Label: If you have used a Bonus Label/Field for this Item, that information will be displayed here. The label is what you are tracking; the actual field is the number itself. For example, if you want to track the number written on each football helmet, you would set the Bonus Field Label for HELMET to be "Number." Then, each time you issue a HELMET, Tracks will prompt you to enter the "Number." For more information about setting up Bonus Fields, see Item Maintenance – Additional Tab.

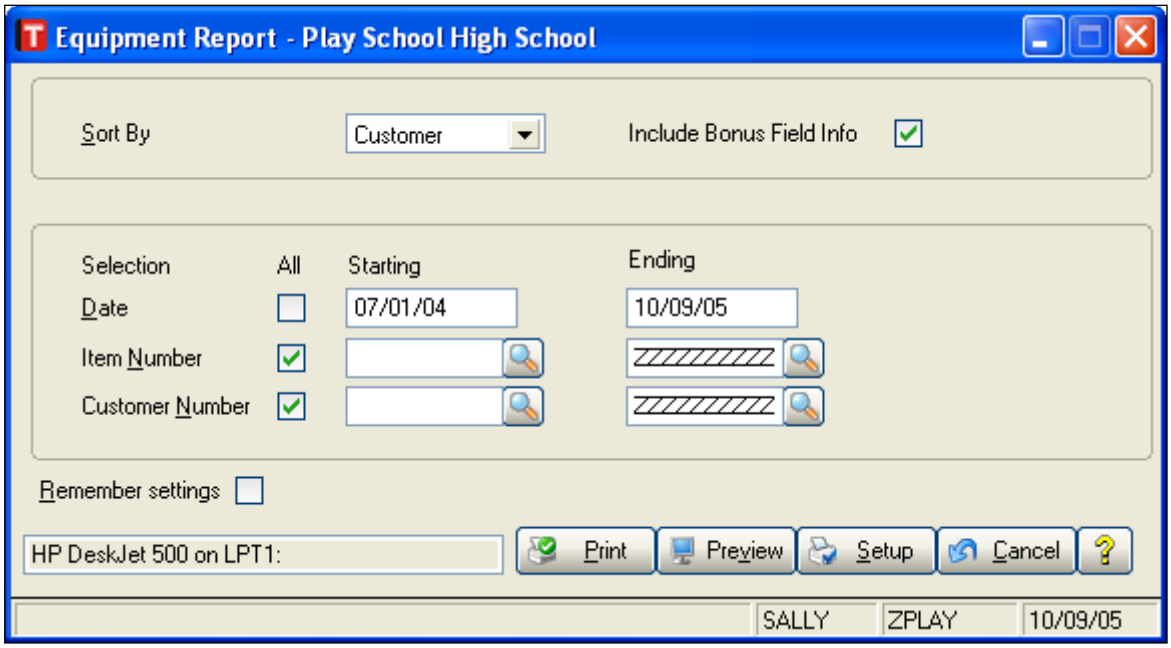
Bonus Field Description: If you entered a Bonus Field description on the Work Screen when the item was issued, that description will be displayed here. For example, if you entered "12345" as the number for this HELMET when it was issued, that "12345" would be displayed in this field.

Equipment Report

What does it do? The Equipment Report prints a detailed list of which Customers have checked out equipment. You can sort the report by Customer or by Item. You may select on a date range, range of Items, and range of Customers.

Where is it? Go to the Modules menu, Equipment Tracking, and select Reports.

Using the Screen



Sort By: You can sort by Customer or by Item.

Include Bonus Field Info: Check this box to have the bonus field print to the right of the report for each item.

Date: Leave the All box checked to print for all dates, or enter a date range.

Item Number: Leave the All box checked to print for all Items, or enter a range of Items.

Customer Number: Leave the All box checked to print for all Customers, or enter a range of customers.

Remember Settings: Check this box to have Tracks remember your settings for the next time you run this report.

Chapter 19 – Import Manager

What does it do? Import Manager allows you to import transactions (both regular sales and on account sales) into Tracks using a data file. Import Manager supports data file types of the following: Excel, ASCII, tab or comma-delimited.

Import Flow

- Create a new Import Job Code in Import Job Maintenance.
- In Import Job Entry, create a new Job Number. Validate your Import Data.
- Print the Import Job Journal.
- Update the Import Jobs.
- All your data is now be imported!

Most files that you get from your club advisors or teachers will be in Excel.

1. When you get the file, you will need to make sure that the correct column names are in the header row of the file. See the chart below for the correct Column Names, which files are required, what they mean, and anything special regarding the column.
2. You can import records for several different kinds of jobs.
    a. You want to import a bunch of fine data from the library. All the records in the file will be Item Number LFINE. You can either enter LFINE as the Item number in Job Mntce, or enter at the time the job is run.
    b. You want to import a file from a teacher with a list of a bunch of things the kids have bought. There may be several different items in the file.
    c. You want to import a file from yearbook advisor. There are several items in the file like YRBK, NAMEONCOVER, YRBKAD.

Excel file specifications

Column names (*) indicates must be validated. Columns do not need to be in any specific order.

Column Identifier	Req	Column Description	Comment
CUSTNO	Yes	Customer number	Must match Customer Maintenance
LAST		Last name	
FIRST		First name	
MIDDLE		Middle initial	
AMOUNT	Yes	Total extended amount of sale	
CHECKNO		Check or reference number	
ITEMNO	Yes	Item number	Must match Item Maintenance
DESC		Description to go into history	
QTY		Quantity sold	
PRICE		Unit price	
PAID		Amount paid by customer	
NAMEONCHECK		Name on check	
GLACCT		GL Account	Must match GL Account Maintenance
FUNDR		FundRaiser	Must match FundRaiser Maintenance

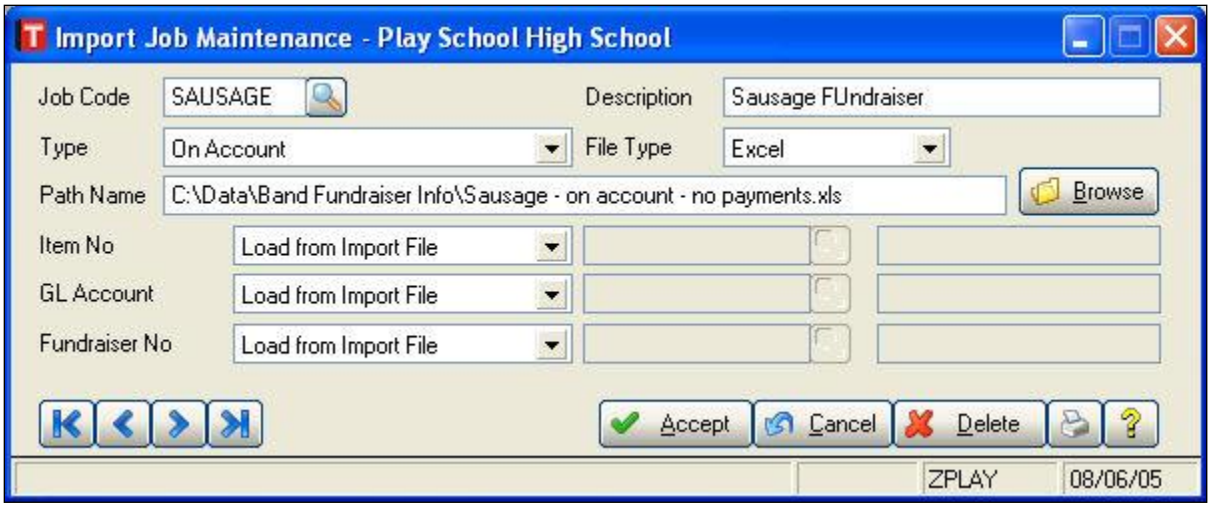
Note: *You must have Microsoft Excel installed on their computer to use this functionality in Import Manager.*

Import Job Maintenance

What does it do? You will use Import Job Maintenance to define the individual jobs or groups of data to be imported into Tracks. You will set up a separate record for each type of job you want to import. For example, let's assume the Band Instructor is going to run a Sausage Sale fundraiser. He will distribute sausage to the students and he'll also do some of the money collection. He's going to use a little Excel file on his computer in the Band Room to keep track of what's happened; then he'll give the file to you so you can import data into Tracks.

Where is it? Go to the Modules menu, Import Manager, and select Import Job Maintenance.

Using the Screen



Job Code: Enter a code for this job. This is a 10-character field. We suggest using something descriptive (like "sausage" above).

Description: Enter a description for this job. This description will print on reports.

Type: There are three types of import jobs, defined as follows:

- Regular: Use this type for sales where all the money was collected at time of sale.
- On Account: Use this type for sales for On Account sales and Payments made on account.
- Textbook Lost – Charges on Account:

File Type: Enter the type of file you will be importing. Options include Excel, Comma Delimited, and Tab Delimited.

Path Name: Enter the path and file name for the import file. You can use the Browse button to find the file.

Data loading options: For the next three fields, you may choose to either load the value from your import file into Tracks, or you may indicate a specific value to be loaded instead.

Load from Import File: Select this option to load this value from the import file provided.

Use this Value: Select this option to override any value in the import file with this specific value, or if this field doesn't even exist in the import file.

Examples of Import Options

Item Number:

1. Load from Import File
    a. Import file has a column for ITEM. All sales are for the same Item, like CANDY.
    b. Import file has a column for ITEM. Sales are for different Items, like CANDY and SAUSAGE.
2. Use this Value
    a. Import file does not have a column for ITEM. All sales are for the same Item, like CANDY.
    b. Import file has a column for ITEM, but the value in the column is wrong or is NOT the Item you want to sell. Maybe the file has an Item value called CANDY1, but your real Item number in Tracks is CANDY and that's the value you want to sell.

GL Account: Normally, you would not load the GL Account from the import file because the program will do the following:

1. Use the GL Account on the Item.
2. Use the GL Account on the Customer if the Customer is a Club.
3. Use the GL Account on the FundRaiser if the Item is a type "F" item.

But if the Item has "Prompt for GL Account" turned on, you need to provide a GL Account for each record.

1. Load from Import File
    a. Import file has a column for GLACCT, and Item sold has "Prompt for GL Account" turned on.
2. Use this Value
    a. Item sold has "Prompt for GL Account" turned on

Fundraiser Number: Normally, you would not load the GL Account from the import file because the program will use the GL Account on the Item. But if the Item has "Prompt for GL Account" turned on, you need to provide a GL Account for each record.

1. Load from Import File
    a. Import file has a column for FUNDR.
    b. Item sold has "Prompt for Fundraiser" turned on and there is a column for FUNDR in the import file.

2. Use this Value
    a. Item sold is an “F” type Item, but import file does NOT have a column called FUNDR.

Import Job Entry

What does it do? The Import Job Entry Screen is where you will run your imports so that the data will be imported into your Tracks data.

Where is it? Go to the Modules menu, Import Manager, and select Import Job Entry.

Using the Screen

Job No: To edit or view an existing import job, click the lookup button to display a list of existing jobs. To enter a new Import, click the “#” button to have Tracks assign a new Job Number.

Job Code: Select the Job Code from the Lookup. These are the Import Jobs that have already been set up in Import Job Maintenance.

Type: There are three types of import jobs, defined as follows:

- Regular: Use this type for sales where all the money was collected at time of sale.
- On Account: Use this type for sales for On Account sales and Payments made on account.
- Textbook Lost – Charges on Account:

File Type: Enter the type of file you will be importing. Options include Excel, Comma Delimited, and Tab Delimited.

Path Name: Enter the path and file name for the import file. You can use the Browse button to find the file.

Total Amount: Enter the total amount of all the transactions in this import job. This includes both payments received and amounts charged on account.

Total Payment Received: Enter the actual payment received.

Data loading options: For the next three fields, you may choose to either load the value from your import file into Tracks, or you may indicate a specific value to be loaded instead.

Validate: Click on Validate to have Tracks check the selected data file. The program will check that Customer Numbers and Item Numbers match between Tracks and your import file. It will also make sure that the amount you entered matches the total amount of the transactions in the import file. If everything is correct, you should see the message below.

Validation Status
Import Manager has validated that all Customer Numbers and Item Numbers in the import file are valid.
OK

Edit Data: Click on this button to see the data that has been imported and edit it if necessary.

Import Job Journal

What does it do? The Import Job Journal will print a report of Import Jobs that have not yet been updated. This Journal includes each line of the data that was imported.

Where is it? Go to the Modules menu, Import Manager, and select Import Job Journal.

Chapter 20 – Donations/Tax Credits

For schools and districts in states like Arizona, Tracks makes it easy to collect and track monies for donations and tax credits. Now all the money you collect from students, donors, parents, or anyone can be entered in one step and tracked easily and accurately. You can enter new donations or monies you've received since January. You can enter as much or as little Donor information as you need. You can collect information in exactly the way YOU want it.

Print receipts when you collect the money and the sales history is saved. Reporting is clear and straightforward. Get reports by donor, by item, and by GL Account too – for any date range – in summary or detail.

Donation Maintenance

What does it do? Information about every donation and tax credits in Tracks are stored in the Donation Maintenance file. When you accept money for a donation on the Work Screen, Tracks saves the transaction information in the regular sales file, but also writes the data to this Donation Maintenance file too. If you have donations to enter that were made BEFORE you started using Tracks, you can enter them directly into Donation Maintenance. You would enter them here because they were already receipted in your previous system and you don't want to receive the money a second time, you simply want to record the donation for reporting purposes. If you enter a donation through the Work Screen, the transaction number shown in Donation Maintenance will be the actual receipt number. If you are entering donations after the fact directly into Donation Maintenance, you should use the "#" button to allow Tracks to assign a unique Donation Transaction number to each entry.

Note: *The term "donation" refers to both donations and tax credits. For the sake of brevity, we simply use the term "donation" throughout this document, but it applies to funds received for either donations or tax credits.*

Where is it? Go to the Customer Menu, Donations and choose Donation Maintenance.

Using the Screen

Transaction Number: To edit or view an existing transaction, click the lookup button to display a list of existing transactions. To enter a new Donation, click the "#" button to have Tracks assign a new Donation Transaction number. Tracks will get the next number from the Next Donation Number field in Customize Options (School Settings, Work Screen tab).

Sequence Number: There is a 4-digit sequence number assigned to each donation transaction, starting with "0000". There will be a separate sequence number for each Item Number/GL Account that makes up this specific transaction. In other words, let's assume that Joe Smith gave $60 to be divided $10 for Sports and $50 for Fine Arts. The $10 for Sports might be receipt #123456, sequence 0000 and the $50 for Fine Arts would be receipt #123456, sequence 0001. If you are entering donations through the Work Screen, Tracks will assign the sequence numbers for you. If you are entering donations directly into Donation Maintenance, and a specific donation was split between several different accounts, you will need to assign different sequence numbers to each line.

Donor Number: Enter the number for this Donor. If this is an existing Donor already in Tracks, the program will display the Donor Name. If this is a new Donor Number, Tracks will ask you if you want to enter the information about this Donor now. You can also use the Lookup button to see if the Donor already exists in the system.

Date: Enter the date of the donation.

Customer Number: If this donation is related to a specific student, the Customer Number and Customer Name will be displayed here. If you wish to link this donation to a specific Customer, enter the Customer Number here.

Item Number: Enter the Item Number for this donation. The program will display the Item Description. This is a required field.

GL Account Number: Enter the GL Account Number for this donation. You can use the lookup button or press <F2> to display a list of Cash Accounts. If you sold this donation on the Work Screen, and the Item had a GL Account attached, Tracks will populate this field with the correct GL Account.

Amount: Enter the amount of the donation.

Linking a Donor to an Existing Tracks Receipt

"R" Receipt Button: It may happen that you enter a receipt for a donation and forget to click the Donor button on the Work Screen to attach a Donor. If that happens, the transaction will not be written to the Donation file and will not show on any Donation Reports. But, it's OK. You can link an existing receipt with a Donor after the fact by using this feature.

Click the "Receipt Lookup" button to view a list of all the receipts in Tracks. When you find the receipt you want, select it and the program will copy all the lines from the receipt into the Donation file. All the line items on the receipt will be entered as Donations and you can attach a Donor to them.

Printing the Donations by Donor Report

Printer button: The printer button on the Donation Maintenance screen launches the Donations by Donor Report.

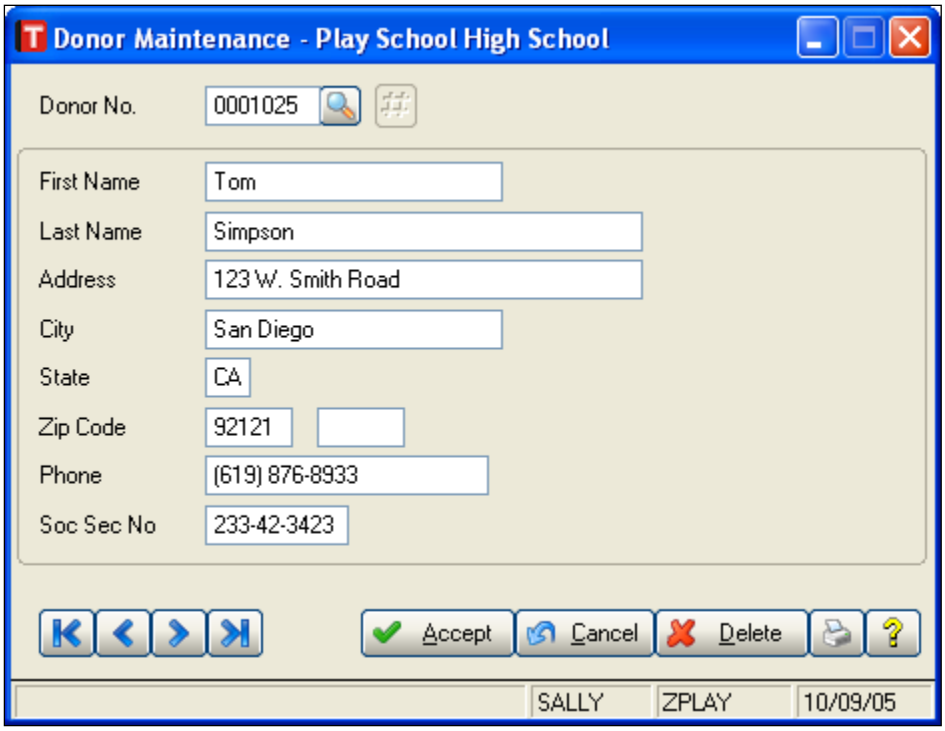
Where is it? Go to the Customer Menu, Donations, Donation Maintenance and click the printer button on the screen.

Donor Maintenance

What does it do? Donor Maintenance is the place where information about people who have made donations is stored. The unique identifier in the file is Social Security Number. The donor file also contains name, address and phone number for each donor. You can enter Donor information directly into Donor Maintenance, and you can add new Donors on-the-fly from the Work Screen when accepting a donation. You can edit the Donor Maintenance file at any time.

Where is it? Go to the Customer Menu, Donations and choose Donor Maintenance.

Using the Screen



Donor Number: To enter a new Donor Number, click on the "#" button and Tracks will assign the next Donor number. To edit an existing Donor record, click the lookup button or press <F2> to display a list of current records.

First Name: Enter the first name of the donor.

Last Name: Enter the last name of the donor.

Address: Enter the street address of the donor.

City: Enter the city of the donor. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

State: Enter the 2-character state abbreviation of the donor's state. This field is also enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

Zip plus 4: Enter the zip code of the donor. If you know the 4-digit extension, you can enter that too.

Phone: Enter the phone number of the donor.

Social Security Number: Enter the social security number, if wanted.

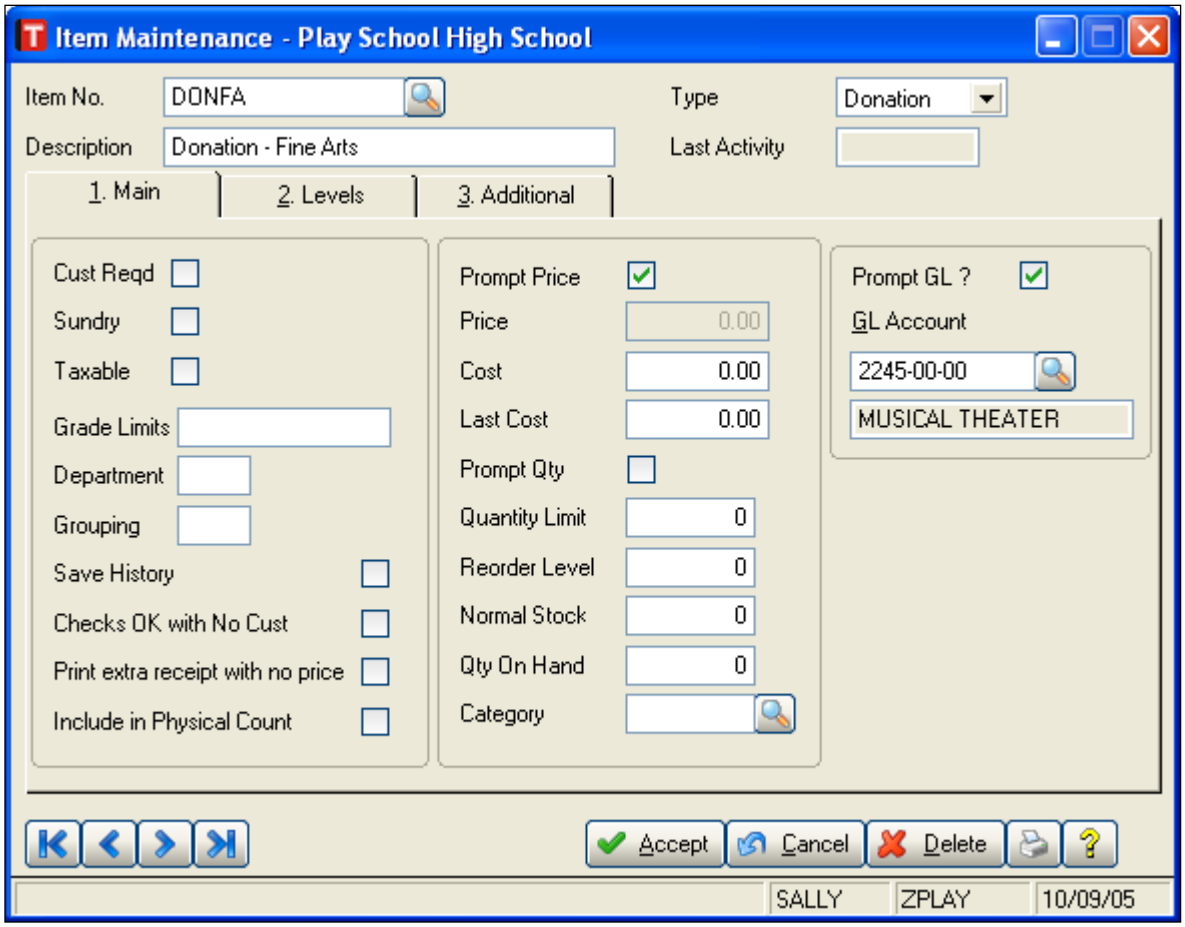
If you want to print a report of all the donors in the system, see Donor Listing.

Donation Type Items

What does it do? You set up a donation Item for each donation or tax credit you want to track. In the example below, we've set the program to Prompt for Price and Prompt for GL Account at time of sale. Because this is a Donation Type item, Tracks will automatically prompt you for a Donor whenever this item is sold. You can set up an unlimited number of items.

Where is it? Go to the Item Menu and choose Item Maintenance.

Using the Screen



Type: If you want Tracks to force you to enter a Donor at the time of sale, the Item Type must be Donation.

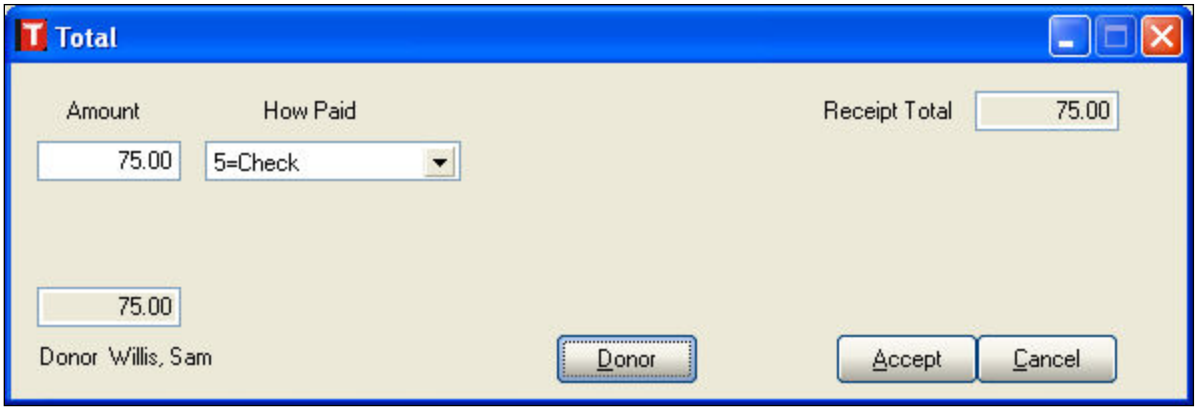
Donor Transactions on the Work Screen

What does it do? It is easy to enter Donor information when you accept a donation. When you sell a donation item, Tracks will automatically prompt you to enter a Donor number on the Payments screen. Follow the steps below.

Where is it? Go to the Daily Menu and choose Work Screen.

Using the Screen

After you've entered the information about the donation, you'll end up on the Total window, where Tracks automatically displays the Donor screen so you can choose a Donor. The Donor name is then displayed at the bottom left of the screen. You can also enter Donor information on-the-fly at any time. If you want to change the Donor, simply click the Donor button and select a different Donor.

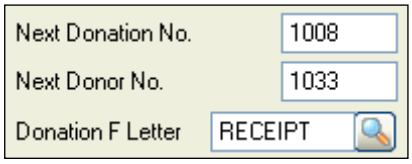


To attach a Donor to this transaction, click the Donor button. The program will display the Donor Maintenance screen.

You can either use the Lookup button to find an existing Donor, or click the "#" button to enter a new Donor. You do not have to enter all the Donor information at the time you make the sale; you can go back into Donor Maintenance later and complete the screen. Once you click "Accept" on the Donor Maintenance screen, Tracks displays the Donor Name on the Total screen, as shown above.

Now, when you click "Accept" on the Total screen and print a receipt, Tracks will record a standard sale, but will ALSO write the donation information to the Donation Maintenance file. You will be able to print a letter-sized Donation Receipt using Tracks Form Letter Printing for this transaction.

If you enter a Donation Form Letter Code on the Work Screen tab in School Settings (see below), Tracks will also print this letter on your report printer right after it prints the regular receipt on your receipt printer. In this example, we have a Donation Form Letter called RECEIPT and that's the letter we want to print as a receipt the donor can use for tax purposes.



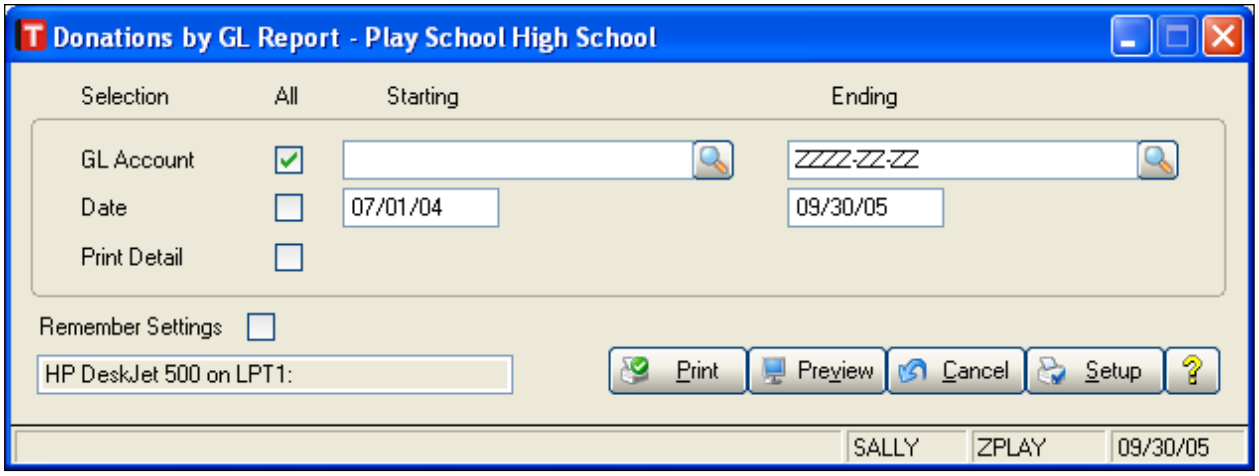
Donation/Tax Credit Reports

Donations by GL Report

What does it do? This report will list the donations sorted and subtotaled on the GL Account of the transaction.

Where is it? Go to Reports, Donation/Tax Credit Reports, and select Donations by GL Report.

Using the Screen



GL Account: Check the All box to print the report for all GL Accounts or select a range of accounts.

Date: Check the All box to print the report for all dates or select a range of dates.

Print Detail: Check this box to have the report print the detail of each donation transaction. Leave the checkbox cleared to see donations summarized by GL Account.

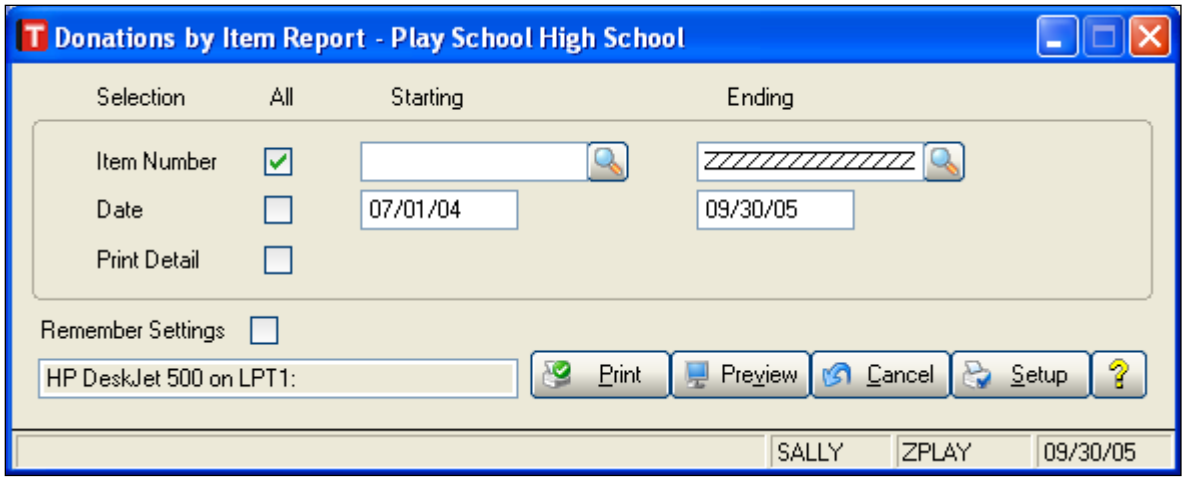
Remember Settings: Check this checkbox to have Tracks remember the settings next time you open this report.

Donations by Item Report

What does it do? This report will list the donations sorted and subtotaled by Item.

Where is it? Go to Reports, Donation/Tax Credit Reports, and select Donations by Item Report.

Using the Screen



Item Number: Check the All box to print the report for all items or select a range of items.

Date: Check the All box to print the report for all dates or select a range of dates.

Print Detail: Check this box to have the report print the detail of each donation. Leave the checkbox cleared if you want to see a summary by Item.

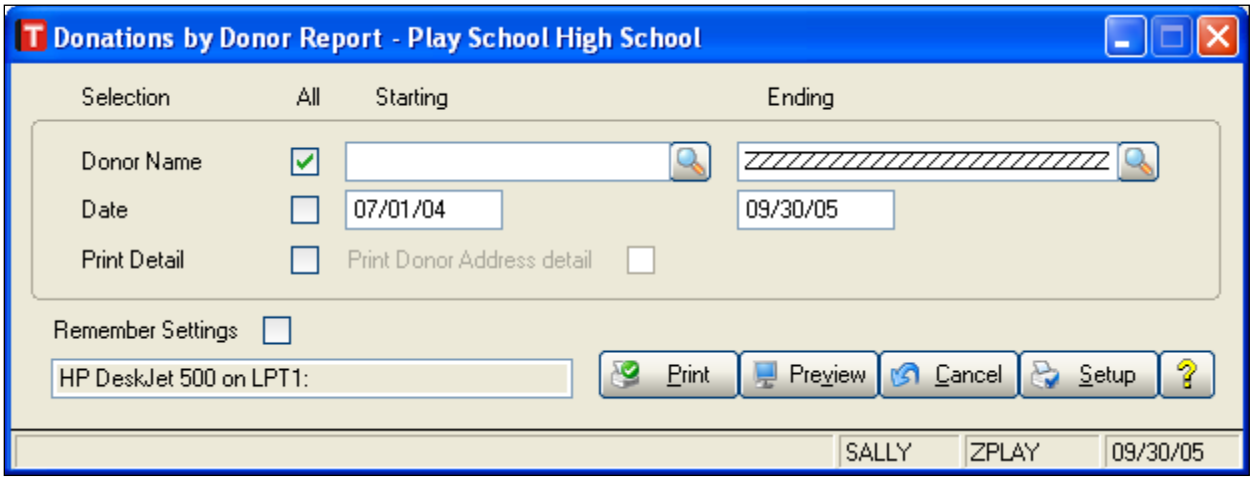
Remember Settings: Check this checkbox to have Tracks remember the settings next time you open this report

Donations by Donor Report

What does it do? This report will list donations by the sorted and subtotaled by donor in summary or detail format.

Where is it? Go to Reports, Donation/Tax Credit Reports, and select Donations by Donor Report.

Using the Screen



Donor Name: Check the All box to print the report for all donors or select a range of donors.

Date: Check the All box to print the report for all dates or select a range of dates.

Print Detail: Check this box to have the report print the detail of each donation. Leave the checkbox cleared to view one summarized total for each Donor.

Print Donor Address detail: If you select the Detail button above, this field becomes active. If you select this field, Tracks will print a detail report that includes the complete donor name and address. This report option was added because some users wanted all the donation detail report, including donor name and address on the same report. You can easily export this report to Excel.

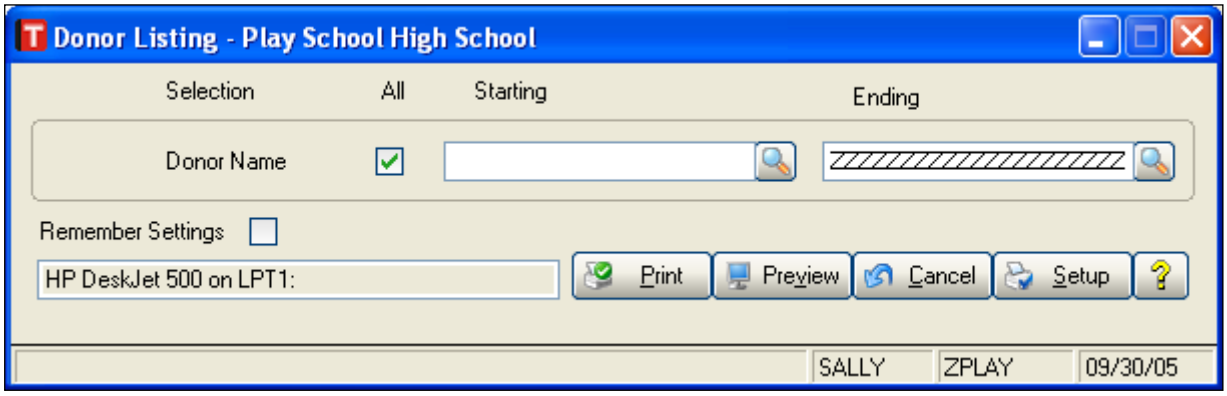
Remember Settings: Check this checkbox to have Tracks remember the settings next time you open this report.

Donor Listing

What does it do? This report lists all of the donors in Tracks.

Where is it? Go to Reports, Donation/Tax Credit Reports, and select Donor Listing.

Using the Screen



Donor Name: Check the All box to print the report for all donors or select a range of donors.

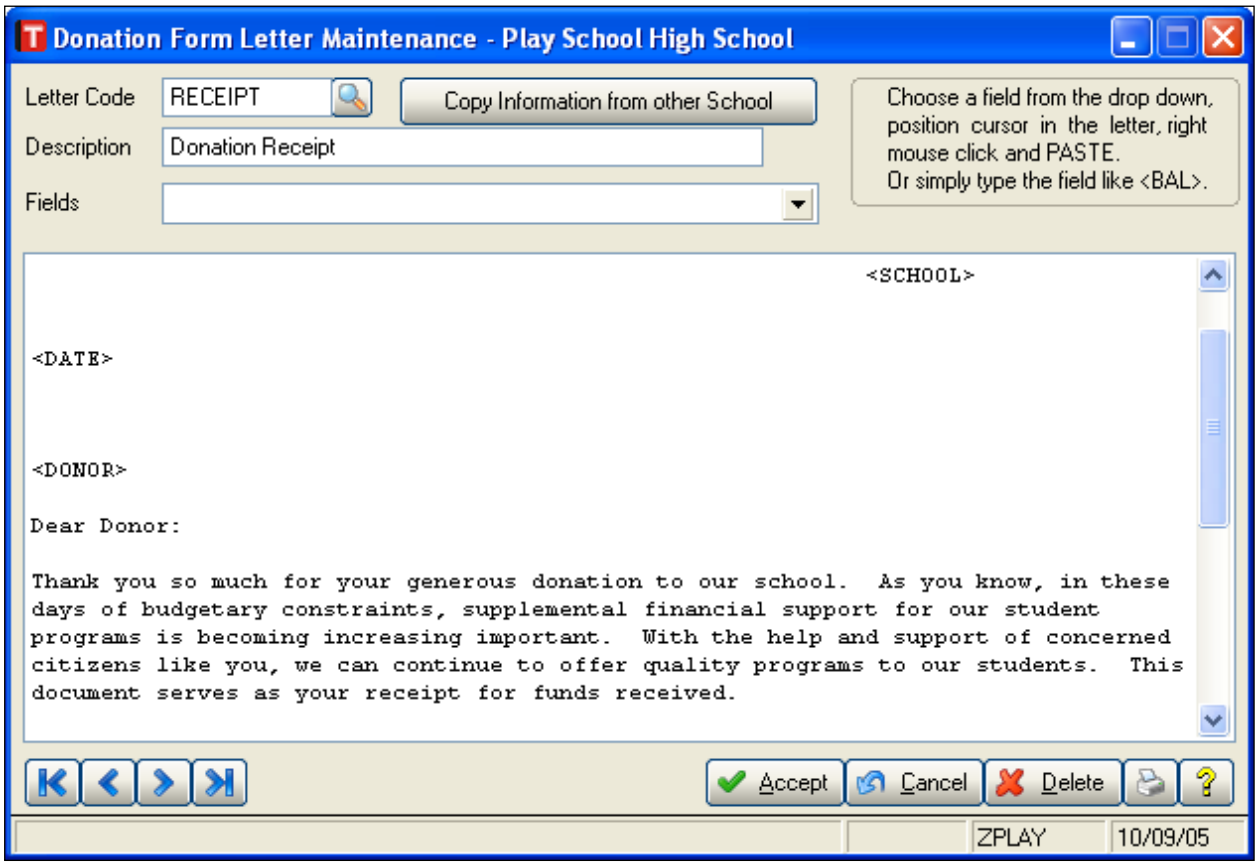
Remember Settings: Check this checkbox to have Tracks remember the settings next time you open this report.

Form Letter Maintenance - Donations

What does it do? All Form Letter Maintenance in Tracks works the same way. You can set up as many different letters as you want and save them for future use. There are three separate Form Letter Maintenance screens: one for regular charges and sales, one for Donations (this one), and one for communication about TexTrack books and charges. Tracks comes with a Form Letter called RECEIPT, shown below. This letter will print the school name and address, the donor's name and address, and a detailed list of donations received. You can write thank you letters, statements, and letters requesting additional funds.

Where is it? Go to Reports, Donation/Tax Credit Reports, and then choose Form Letter Maintenance.

Using the Screen


Donation Form Letter Maintenance - Play School High School
Letter Code
RECEIPT
Copy Information from other School
Description
Donation Receipt
Fields
Choose a field from the drop down, position cursor in the letter, right mouse click and PASTE.
Or simply type the field like <BAL>.
<SCHOOL>
<DATE>
<DONOR>
Dear Donor:
Thank you so much for your generous donation to our school. As you know, in these days of budgetary constraints, supplemental financial support for our student programs is becoming increasing important. With the help and support of concerned citizens like you, we can continue to offer quality programs to our students. This document serves as your receipt for funds received.
Accept
Cancel
Delete
ZPLAY
10/09/05

Letter Code: Enter a new code for your letter or select an existing code from the lookup.

Copy Information from other School: Click on this button to look up a school, and then select a form letter from that school to import here.

Description: Enter a description for this form letter.

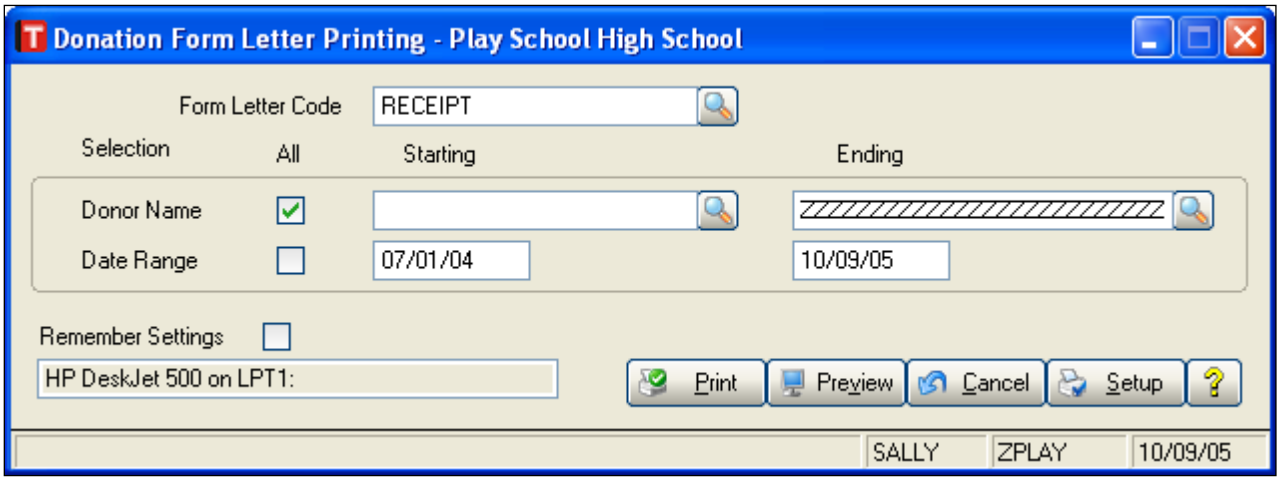
Fields: The fields available for this form letter are shown in the drop down window. To select a field for your letter, choose the field, then position your cursor in the letter, right mouse click and PASTE the field. You can enter as much text as you choose.

Form Letter Printing - Donations

What does it do? Use this screen to determine which Donation Form Letters to print and other options. You can print letters for a range of Donors and also select for a range of donation dates.

Where is it? Go to the Reports Menu, Donations/Tax Credit Reports, and select Form Letter Printing.

Using the Screen



Form Letter Code: Select a Form Letter Code for the letter you want to print. You must already have set up this letter in Form Letter Maintenance.

Donor Name: Leave the All box checked to print this letter for all donors, or enter a Starting and Ending Donor Name to restrict the selection.

Date Range: Leave the All box checked to print this letter for all donations regardless of date, or enter a date range. Tracks will only print letters for Donors whose transactions fall between the dates selected.

Chapter 21 – PC Remote Sales

The PC Remote Sales module allows you to make sales on one or more stand-alone workstations and then import the sales data back into Tracks. Data transfers are handled with floppy diskettes to move the data between the main Tracks workstation (the Mother) and the remote workstation (the Daughter).

Overview

- The Daughter workstation uses a different sequence of receipt numbers. You will always know where the sale was made because of the receipt number sequence.
- The Daughter workstation has many, but not all, of the same functions as Tracks.
- You may add Customers and Items on the Daughter.
- You may charge to account and accept payment on account.
- You may print reports.

The Daily Flow:

1. In Tracks, Export from Mother to Daughter. This will export data about Customers, Items, Customer history, and balance due information from the workstation where Tracks is located (the Mother) to the remote workstation (the Daughter). This should be done every day BEFORE making any sales on the Daughter.
2. In PC Remote, Import from Mother to Daughter. This will import data from Tracks so that the Daughter now knows everything the Mother knows.
3. You make sales during the day on the Daughter workstation.
4. In PC Remote, you can print a Closeout Report to tie to the money you've received during the day.
5. In PC Remote, Export from Daughter to Mother. This transfers sales and other data back to the Mother.
6. In Tracks, Import from Daughter to Mother. You can do this before you do a Closeout in Tracks so that all the transactions will be closed out together. Or you can do this after you do a Closeout in Tracks so that you can count the money and maintain the records separately.

Setup for PC Remote Sales

The PC Remote Sales setup is almost identical to Tracks. For more information, see information about setup options in Tracks. You'll see the same Management Menu with the same Customize options for Workstation and School Setting Tabs. The most important thing you have to do is make sure the next receipt number on the Daughter (or each Daughter) is different.

If your receipt number sequence in Tracks is in the 20000 range, then make the first Daughter have a Next Receipt Number of 40000. If you have two Daughter workstations, make the other one have a Next Receipt Number of 60000, etc.

Tracks - Export From Mother to Daughter

What does it do? The PC Remote Sales module allows you to export data about Customers, Items, Customer history, and balance due information from the workstation where Tracks is located (the Mother) to the remote workstation (the Daughter). You make sales during the day on the Daughter workstation. You can either do a Closeout on the Daughter or export data back to the Mother to do the Closeout there.

If you use PC Remote Sales to make remote sales, you should do this Export procedure every day before you begin making sales on the Daughter. You always want to start the day with the Daughter knowing everything that the Mother knows.

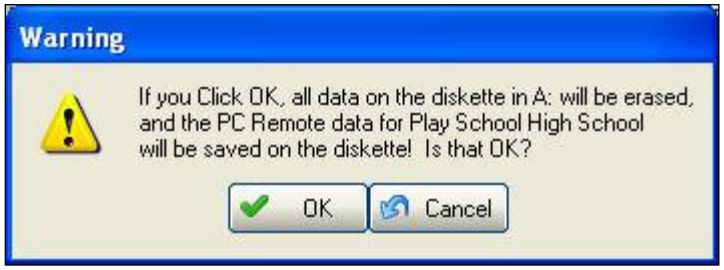
Where is it? Go to the Daily Menu and select PCR Export to Daughter.

Using the Screen

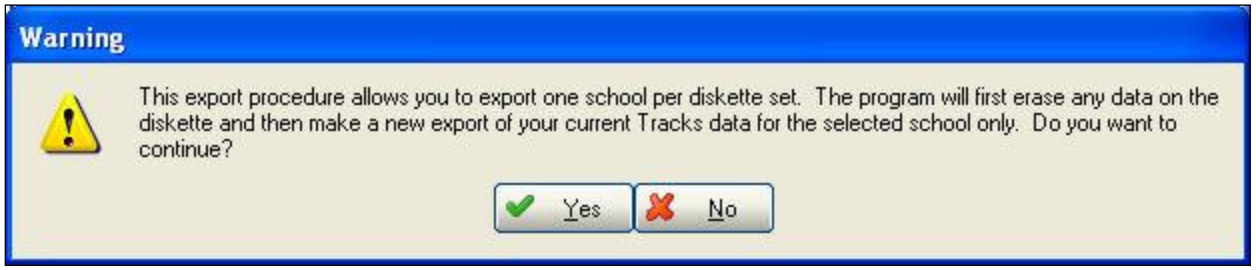
Tracks has a wizard that will walk you through creating the Export. Just follow the instructions on the screens. When you select this option from the menu, Tracks will display the following screen:

Export to Daughter from Mother - Play School High S...
PC Remote Export to Daughter
This process will export all data in the current school
to a diskette for use in your PC Remote (Daughter) computer.
Insert your transfer diskette in drive A:
And press OK to continue. Otherwise press Cancel.
OK
Cancel
ZPLAY
06/11/05

The program asks you to be sure you want to copy data to the diskette in your A: drive. Click OK to proceed or cancel to stop the Export process.

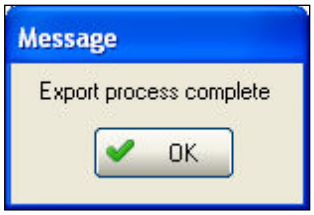

Warning
If you Click OK, all data on the diskette in A: will be erased, and the PC Remote data for Play School High School will be saved on the diskette! Is that OK?
OK
Cancel

Tracks will display a message, telling you that it's working. After Tracks gathers the data to be exported, the program displays the following message


Warning
This export procedure allows you to export one school per diskette set. The program will first erase any data on the diskette and then make a new export of your current Tracks data for the selected school only. Do you want to continue?
Yes
No

Tracks will then prompt you to enter diskettes as needed.

When the program has finished copying files to the diskettes, you will see the following message.



If the process is unsuccessful, you may see a message like this one.

PC Remote - Import from Daughter

What does it do? This function allows you to import data about sales, Customers, Items, Customer history, and balance due information from the remote workstation (the Daughter) to where Tracks is located (the Mother). If you use PC Remote Sales to make remote sales, you should do this Import procedure every day after you have made sales on the Daughter. You always want to end the day with the Daughter passing everything back to the Mother so that the Tracks computer can do a Closeout with ALL the sales for the day.

Where is it? Go to the Daily Menu and select PCR Import from Daughter.

Using the Screen

Import from Daughter to Mother - Play School High S...
PC Remote Import from Daughter
This process will import all data from the Daughter computer
into the current school for inclusion in today's closeout.
Insert your transfer diskette in drive A:
And press OK to continue. Otherwise press Cancel.
(Select Options for special selection and renumbering.)
Options
OK
Cancel
ZPLAY
06/11/05

Tracks has a wizard that will walk you through importing the data. Just follow the instructions on the screens.

I**MPORTANT:** *Remember that is isn't enough to simply import data from the Daughter computer. You must also do a Closeout on the Tracks Mother so that all transactions made on the PC Remote workstation will be updated correctly in your system.*

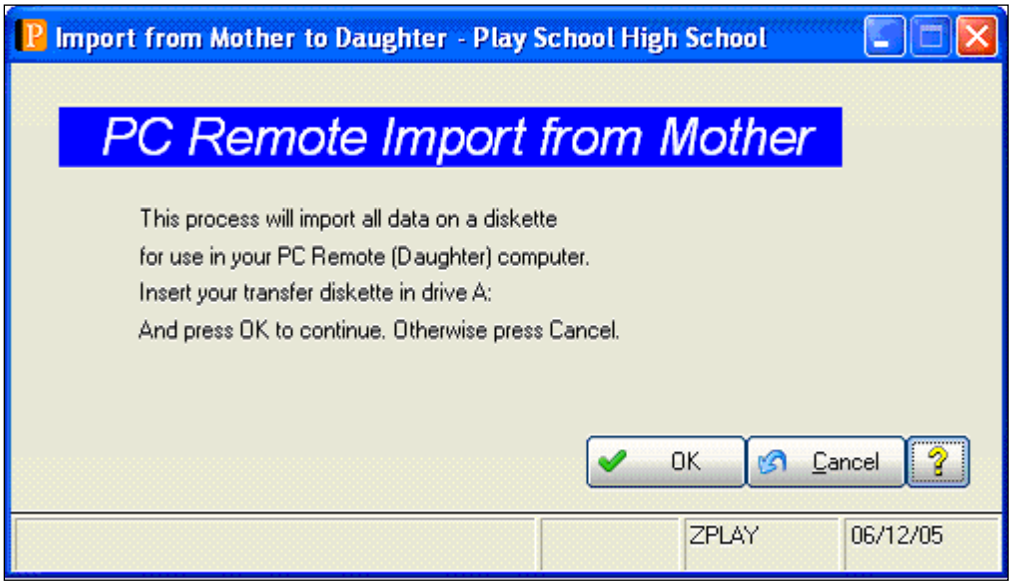
PC Remote - Import from Mother

What does it do? This function allows you to import data from the Mother to the Daughter. You should do this Import procedure every day before you make sales on the Daughter. This will ensure that you have the most current data on your Daughter workstation before you begin making sales.

Where is it? Go to the Daily Menu and select PCR Import from Mother.

Using the Screen

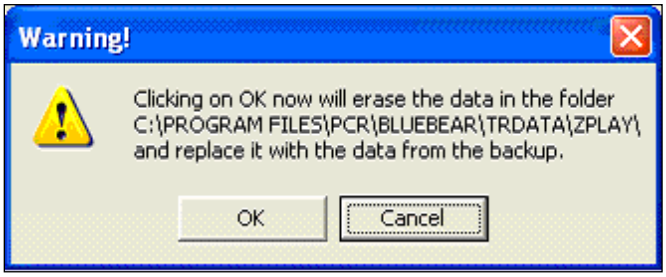
Tracks has a wizard that will walk you through importing the data. Just follow the instructions on the screens. When you select this option from the menu, Tracks will display the following screen:


Import from Mother to Daughter - Play School High School
PC Remote Import from Mother
This process will import all data on a diskette
for use in your PC Remote (Daughter) computer.
Insert your transfer diskette in drive A:
And press OK to continue. Otherwise press Cancel.
OK
Cancel
ZPLAY
06/12/05

You will then see the following prompt.

Warning
If you Click OK, the data on this Daughter computer will be erased, and the data on the diskette will be imported.
Is that OK?
OK
Cancel

If you want to proceed, click OK. The program will display one more warning message. Click on OK to proceed.


Warning!
Clicking on OK now will erase the data in the folder
C:\PROGRAM FILES\PCR\BLUEBEAR\TRDATA\ZPLAY\
and replace it with the data from the backup.
OK
Cancel

When the program finishes the import, you will see this message on the screen.

IMPORTANT: *Remember that is isn't enough to simply import data from the Daughter computer. You must also do a Closeout on the Tracks Mother so that all transactions made on the PC Remote workstation will be updated correctly in your system.*

PC Remote - Export to Mother

What does it do? The Export from Daughter to Mother function allows you to transfer all the information on the daughter at the end of the day back to the Mother. This can include data about sales and Customers. You make sales during the day on the Daughter workstation. You can either do a Closeout on the Daughter before doing the Export or export data back to the Mother to do the Closeout there.

When you use PC Remote Sales to make remote sales, you should do this Export procedure every day at the end of the day so that all the data for the day can be consolidated on the Mother computer. You always want to end each day with the Mother knowing everything that the Daughter has done.

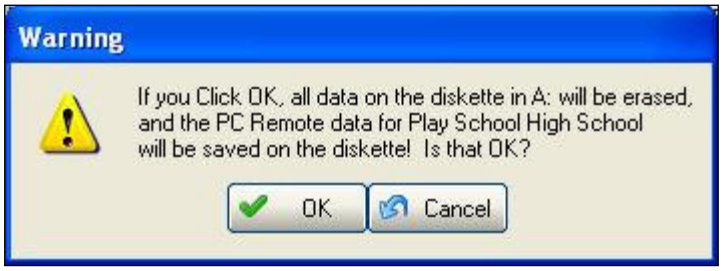
Where is it? Go to the Daily Menu and select PCR Export from Mother.

PCR has a wizard that will walk you through creating the Export. Just follow the instructions on the screens. When you select this option from the menu, Tracks will display the following screen:

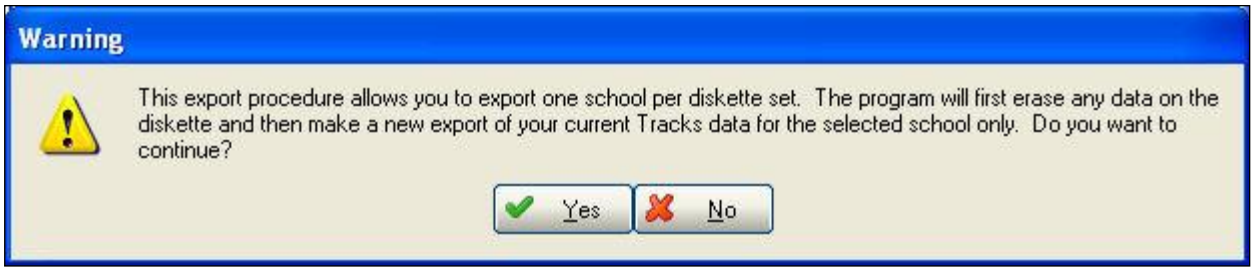
Using the Screen

Export to Mother from Daughter - Play School High School
PC Remote Export to Mother
This process will export all data from your PC Remote (Daughter)
to a diskette so you can import it into your Mother computer.
Insert your transfer diskette in drive A:
And press OK to continue. Otherwise press Cancel.
OK
Cancel
Exit without saving
ZPLAY
06/12/05

The program asks you to be sure you want to copy data to the diskette in your A: drive. Click OK to proceed or cancel to stop the Export process.

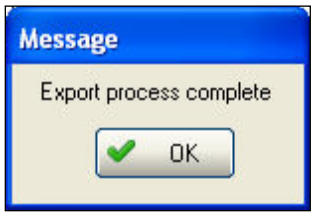

Warning
If you Click OK, all data on the diskette in A: will be erased, and the PC Remote data for Play School High School will be saved on the diskette! Is that OK?
OK
Cancel

PC Remote will display a message, telling you that it's working. After PC Remote gathers the data to be exported, the program displays the following message


Warning
This export procedure allows you to export one school per diskette set. The program will first erase any data on the diskette and then make a new export of your current Tracks data for the selected school only. Do you want to continue?
Yes
No

PC Remote will then prompt you to enter diskettes as needed.

When the program has finished copying files to the diskettes, you will see the following message.

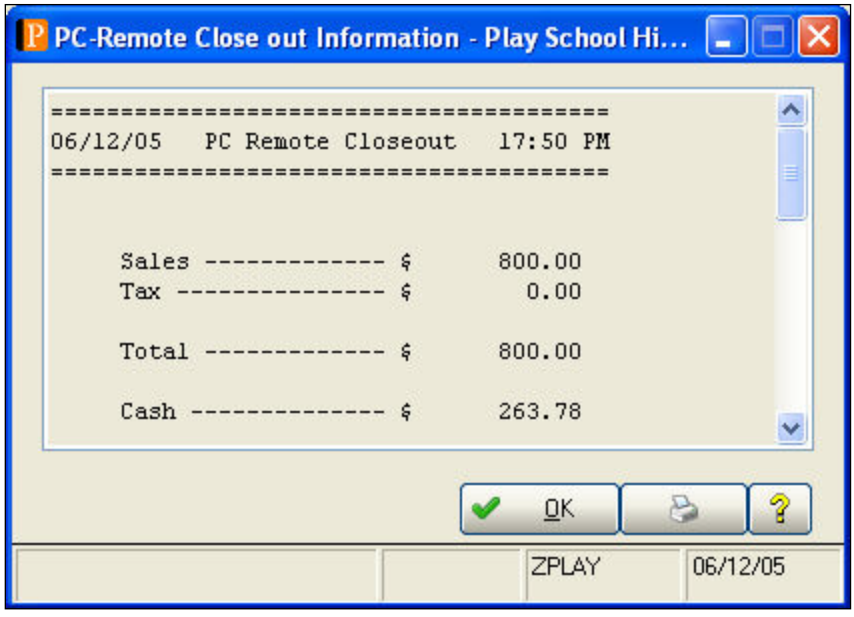


If the process is unsuccessful, you may see a message like this one.

PC Remote - Closeout

What does it do? The PC Remote Closeout is very different from the Closeout in Tracks. The PC Remote Closeout allows you to print information about your daily sales to your receipt printer. The program prints a summary of your sales and a breakdown by payment type first. Then the program prints a list of all the receipts you generated with Student number, Student name, Receipt number, and amount. The purpose of this little report is to allow you to balance the monies you've collected for this workstation to a document listing all your sales for the day.

Using the Screen



Click the Printer button on the screen to print the PC Remote Closeout to your receipt printer.

Note: *Running this Closeout on the Daughter computer **DOES NOTHING** to actually closeout or update transactions on the Mother computer. You must still do a Closeout on your Mother computer to complete your actual Closeout for the day.*

Chapter 22 – Lockers

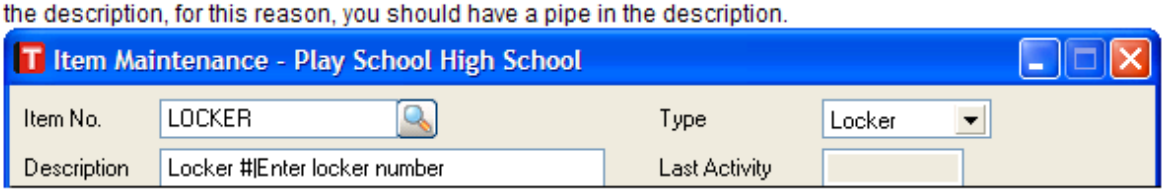
Overview

You can track lockers at your school using the Locker Tracking feature (found on the Customer menu) of Tracks. This means you will always know which student is assigned to which locker. You can track both lockers and locks and can even print locker cards to make issuing lockers easier. You can use locker tracking whether you charge a fee for lockers or not. There are three major components of Locker Tracking:

- Initial Setup
- Issue Lockers
- Print Reports

INITIAL SETUP

1. Create at least one Item in Item Maintenance, make sure the Item has a type of "Locker." We recommend having your description be similar to what you see below because Tracks will automatically append the Locker Number to the end of the description, for this reason, you should have a pipe in the description.



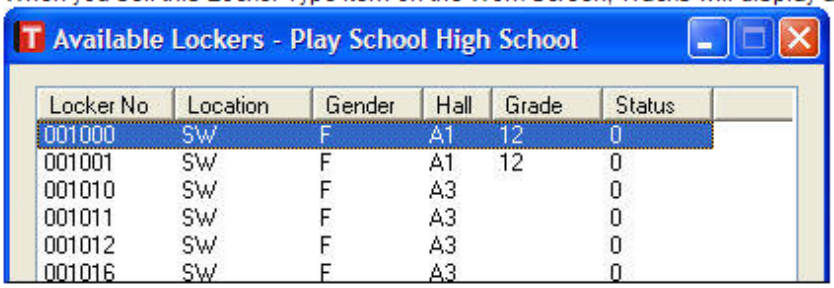
2. Set up your School Settings for Lockers on the UDF's Tab in School Settings. See the explanations in Chapter 3 for more information about these options.
3. If using them, set up locks in Lock Maintenance.
4. Set up Lockers in Locker Maintenance.

ISSUE LOCKERS

There are two ways to issue lockers. The first is through the Work Screen, where you will issue a receipt. The second is just in Locker Assignment, where you will not issue a receipt

On the Work Screen

1. When you sell this Locker Type Item on the Work Screen, Tracks will display a window showing the Available Lockers.



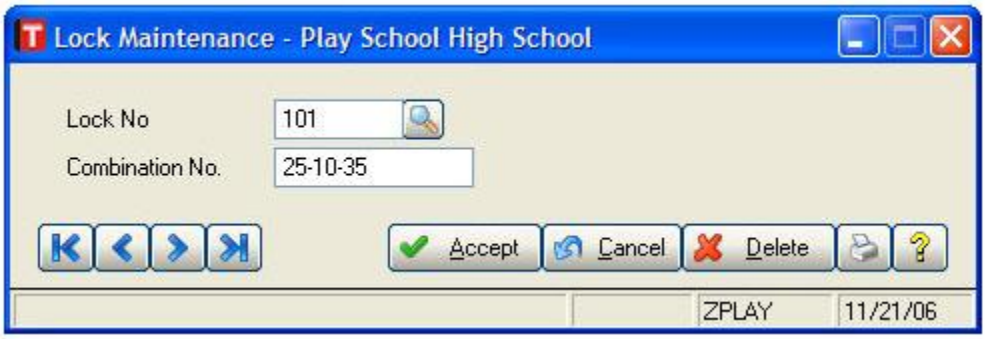
2. You can sort the available lockers by clicking on the heading title. For example, if the student wants to be a certain hall, simply click on the heading "Hall" to sort by hall and then either double click on the locker you want to assign to this student or highlight it and click on "Accept."
3. When you double click on the locker you wish to assign to the current student, Tracks will open Locker Assignment Maintenance, at which time you can see information about this locker and add notes if you would like.
4. Click "Accept" and you will be taken back to the Work Screen where you can print the receipt for this student.

Lock Maintenance

What does it do? You can enter all of the locks that you have into Lock Maintenance so that they can be assigned to a locker if you choose. Lock Maintenance is optional.

Where is it? Go to the Customer Menu, Lockers, and select Lock Maintenance.

Using the Screen



Lock No: Enter the lock number. This can include letters and numbers, limited to 6 characters. **Hint:** *In the Lock lookup, you will see "Serial Number." This is only for Locker Conversions and cannot be entered into Tracks .*

Combination: Enter the combination for this lock.

Locker Maintenance

What does it do? Locker Maintenance is where you will set up information about each individual locker.

Where is it? Go to the Customer Menu, Lockers, and select Locker Maintenance.

Using the Screen

Locker No.: Enter the locker number.

Lock Number: Enter the lock number. Only locks previously added in Lock Maintenance will be displayed in the lookup window.

Combination Number: The combination number assigned to this lock in Lock Maintenance will be displayed.

Hall: Enter the Hall information for this locker, if applicable.

Location: Enter the Location information for this locker, such as "T" for Top, "M" for Middle, and "B" for Bottom.

Grade Level: If this locker is limited to a specific grade level, enter that grade here.

Gender: If this locker is limited to a specific gender, select that here.

No. Students Assigned: Tracks shows you how many students are assigned to this locker, if any.

Broken: Check this box if this locker is broken. If it is, it will show as broken on the Locker Listing and will not be "Available" to issue to a student from the Work Screen.

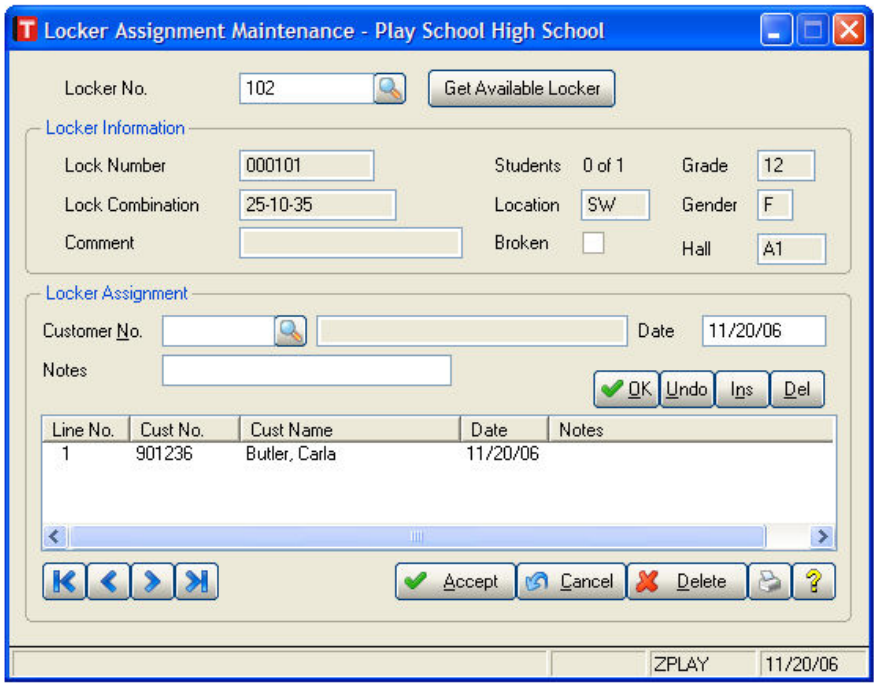
Comment: Enter any specific comments about this locker, such as "Has graffiti inside."

Locker Assignment

What does it do? You can view locker assignments that have been assigned through the Work Screen or you can assign students to lockers without issuing a receipt on this screen.

Where is it? Go to the Customer Menu, Lockers, and select Locker Assignment.

Using the Screen



Locker Number: Either type in the locker number, click the lookup to view all lockers, or scan a Locker Card to view information or assign this locker. If you would like Tracks to bring up the next available locker, click the "Get Available Locker" button.

Locker Information: Tracks shows you information about the selected locker, if you need to make any changes, you can do so in Locker Maintenance.

Locker Assignment: You can either view the student(s) assigned to this locker or assign a new student at this point. For information about assigning lockers from the Work Screen, see Assigning Lockers.

Customer Number: To assign a new student, simply enter their Customer Number and click Ok. If you need to remove a student from this locker, double click on the student and then click the "Del" button to remove them.

Date: This is the date the locker was assigned to this student.

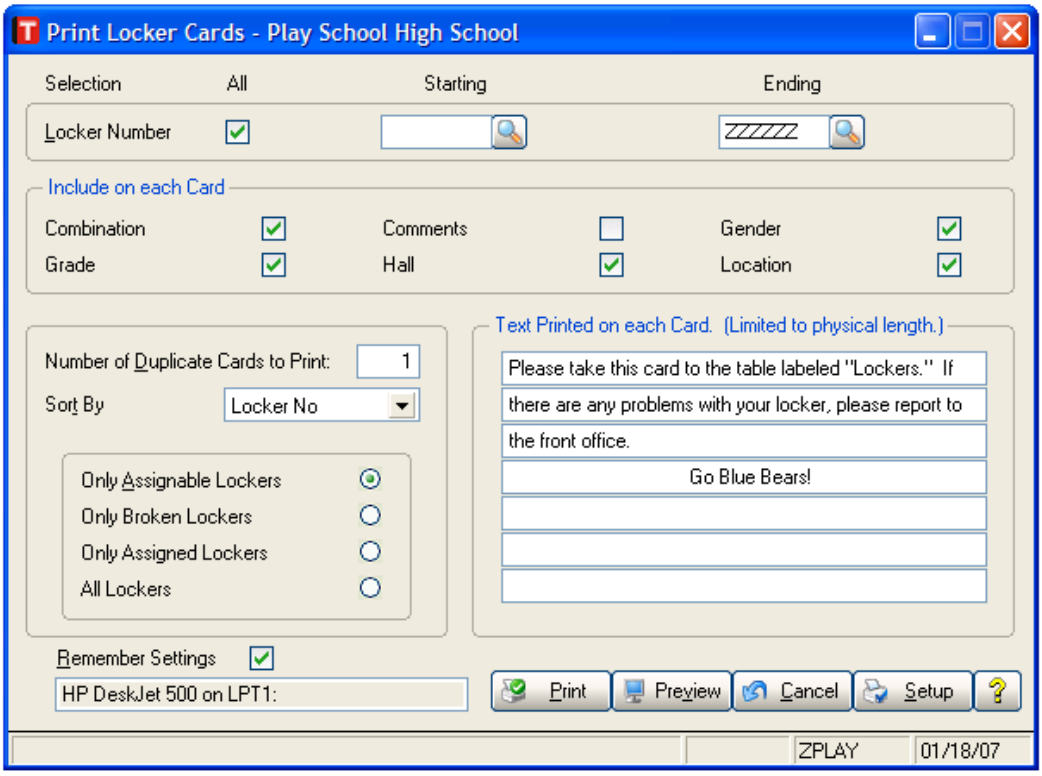
Notes: Enter a note about this customer's locker.

Locker Card Printing

What does it do? You can print locker cards that contain important locker data. You might want to hand the card to each student as a reminder when first issued his or her locker. You can also scan the barcode on the card to assign the appropriate locker on either the Work Screen or in Locker Assignment Maintenance.

Where is it? Go to the Customer Menu, Lockers, and select Locker Card Printing.

Using the Screen



Locker Number: Leave All checked if you want to print Locker Cards for all locker numbers. Otherwise, you can select a range of locker numbers.

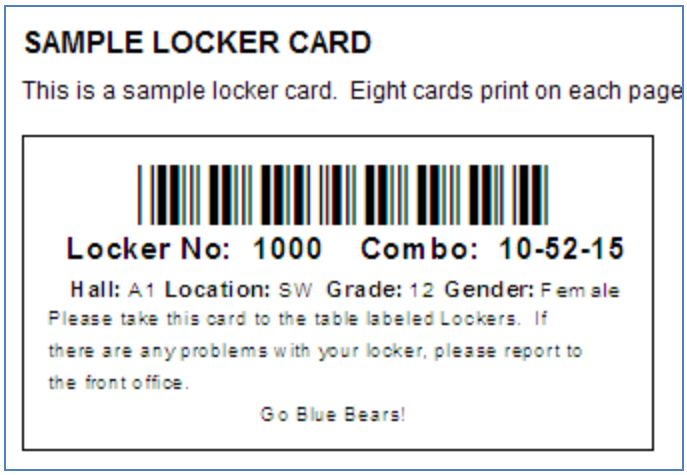
Include on each Card: Check the boxes to choose what you would like to print for each Locker Card. You can choose to include combination, comments, gender, grade, hall, and location.

Number of Duplicate Cards to Print: Enter the number of cards for each individual locker you would like to print.

Sort By: Choose the order for printing the Locker Cards. You can sort by Locker Number, Hall, Location, Grade, or Gender.

Locker Selection: Choose if you would like to print Locker Cards for only Assignable Lockers, Only Broken Lockers, Only Lockers that are already Assigned, or All Lockers.

Text Printed on each Card: Enter any additional text that you would like to print on each Locker Card.

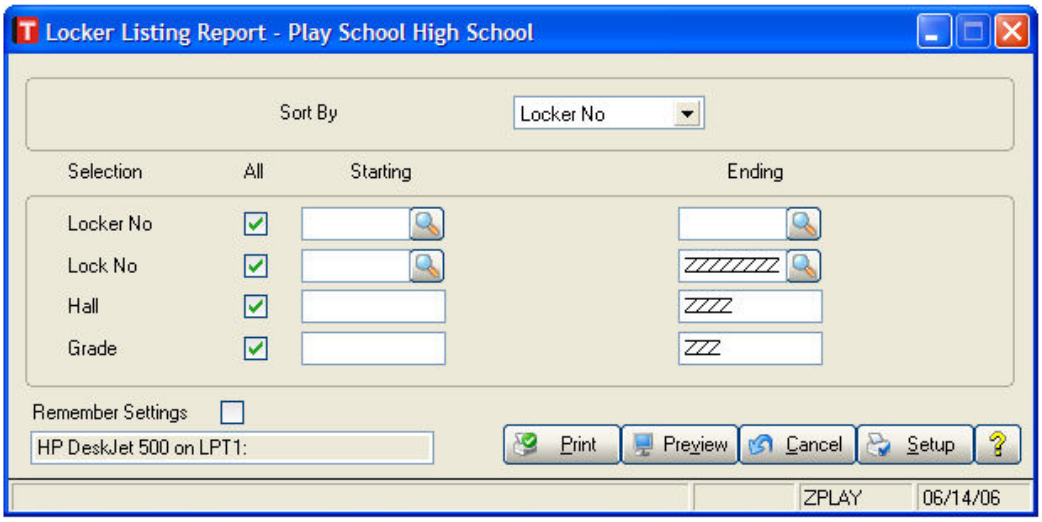

SAMPLE LOCKER CARD
This is a sample locker card. Eight cards print on each page
Locker No: 1000 Combo: 10-52-15
Hall: A1 Location: SW Grade: 12 Gender: Female
Please take this card to the table labeled Lockers. If
there are any problems with your locker, please report to
the front office.
Go Blue Bears!

Locker Listing

What does it do? The Locker Listing Report allows you to print or preview locker information. The report displays Locker Number, Lock Number, Combo Number, Hall, Location, Grade, Gender, Status, and Comments for each locker.

Where is it? Go to the Customer Menu, Lockers, and select Locker Listing.

Using the Screen



Sort By: You can choose to sort this report by Locker Number, Location, Grade, or Hall.

Locker Number: Leave All checked if you want to print assigned lockers for all locker numbers. Otherwise, you can select a certain range of locker numbers.

Lock Number: Leave All checked if you want to print assigned lockers for all lock numbers. Otherwise, you can select a certain range of lock numbers.

Hall: Leave All checked if you want to print assigned lockers for all halls. Otherwise, you can select a certain range of halls.

Grade: Leave All checked if you want to print assigned lockers for all grades. Otherwise, you can select a certain range of grades.

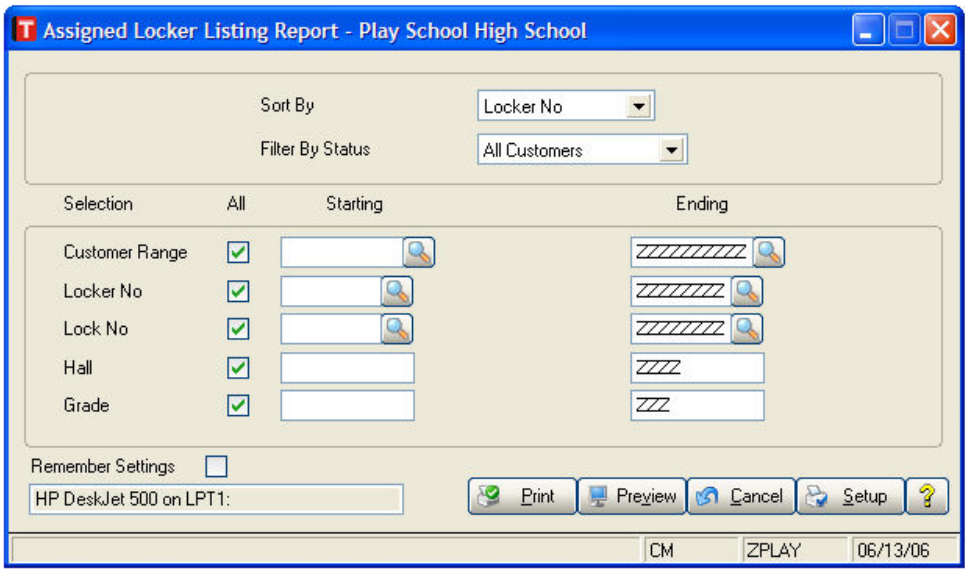
Remember Settings: Check this box if you want Tracks to remember the above settings for the future.

Assigned Locker Report

What does it do? The Assigned Locker Report provides a list of all of the assigned lockers. Tracks prints one line for each locker assignment, which can be sorted by Locker Number, Location, Grade, or Hall.

Where is it? Go to the Customer Menu, Lockers, and select Assigned Locker Report.

Using the Screen



Sort By: You can choose to sort this report by Locker Number, Location, Grade, Hall, or Last Name.

Filter By Status: You can choose whether you want the report printed for all customers, only customers that are Active, only customers that are Locked, or only customers that are Withdrawn.

Customer Number: Leave All checked if you want to print assigned lockers for all customers. Otherwise, you can select a certain range of customers.

Locker Number: Leave All checked if you want to print assigned lockers for all locker numbers. Otherwise, you can select a certain range of locker numbers.

Lock Number: Leave All checked if you want to print assigned lockers for all lock numbers. Otherwise, you can select a certain range of lock numbers.

Hall: Leave All checked if you want to print assigned lockers for all halls. Otherwise, you can select a certain range of halls.

Grade: Leave All checked if you want to print assigned lockers for all grades. Otherwise, you can select a certain range of grades.

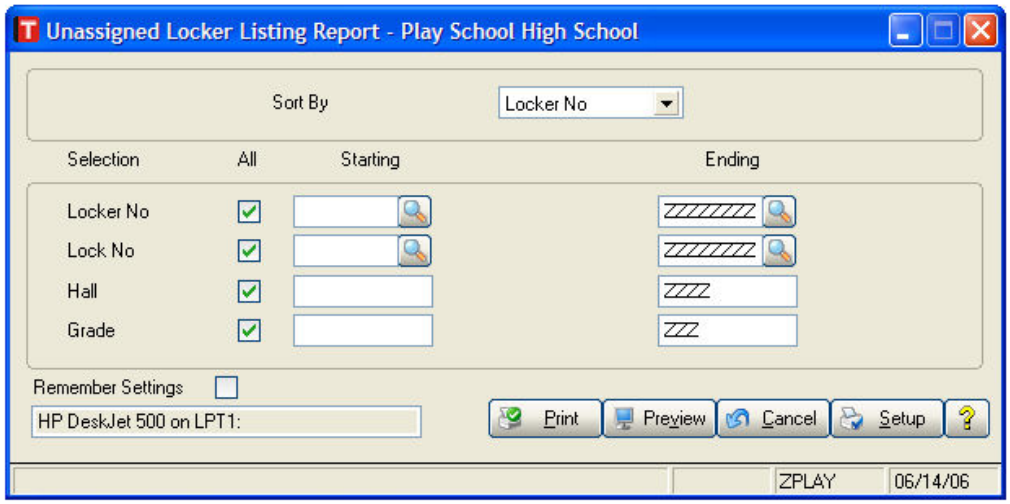
Remember Settings: Check this box if you want Tracks to remember the above settings for the future.

Unassigned Locker Report

What does it do? The Unassigned Locker Report provides a list of all of the unassigned lockers. Tracks prints one line for each locker assignment, which can be sorted by Locker Number, Location, Grade, or Hall.

Where is it? Go to the Customer Menu, Lockers, and select Unassigned Locker Report.

Using the Screen



Sort By: You can choose to sort this report by Locker Number, Location, Grade, or Hall.

Locker Number: Leave All checked if you want to print unassigned lockers for all locker numbers. Otherwise, you can select a certain range of locker numbers.

Lock Number: Leave All checked if you want to print unassigned lockers for all lock numbers. Otherwise, you can select a certain range of lock numbers.

Hall: Leave All checked if you want to print unassigned lockers for all halls. Otherwise, you can select a certain range of halls.

Grade: Leave All checked if you want to print unassigned lockers for all grades. Otherwise, you can select a certain range of grades.

Remember Settings: Check this box if you want Tracks to remember the above settings for the future.

Chapter 23 - Student Schedules and Course Fees

Overview

You can use Tracks to assign course fees automatically based on student schedules. To do so, you will need to import data about your teachers, courses (for example, "Freshman English"), classes (For example, "Freshman English - Section 3"), and student schedules. You will then be able to assign required fees for each course. When you tell Tracks to generate fees, the program checks the student schedule, finds any course fees that may be due and stores them in a separate Customer Fees file. Tracks will know which fees each student should pay for the courses they are enrolled in based on their current schedule.

- Then, when you bring Johnny up on the Work Screen, Tracks will pop a screen showing you all the course fees he owes.
- You say to Johnny, "It looks like you owe a band fee and a fee for your Freshman English class." He tells you that he doesn't have to pay for Freshman English because he is a TA. You have the ability to waive that fee (so that it shows as "Paid" but with a $0).
- You will be able to decide right then whether to choose if he should be charged the appropriate fees. If he pays them then, that's great! Otherwise, you can choose to Cancel because he says he isn't sure he will take the class. If he doesn't have the money to pay the class fee, but knows that he will later, you will want to Charge the fee on his account.
- What if Johnny paid $10 for Freshman English but then transferred to Freshman Advanced English? As long as they are both the same item (like "English Fee"), Tracks is smart enough to know that he already paid it.
- What if Johnny drops Freshman English altogether? You can set up a grace period for dropping, so the student is not required to pay the fee. After that grace period, even if they drop, they will still be responsible for the fee.
- Once more time has passed, you will want to convert those fees to debts, charging them on the student's account.

If you are using TexTrack, you can also import schedules to easily tell if each book checked out to a student is used in a course in that student's schedule.

Import Data

If you will be using Courses and Schedules for either Class Fees or TexTrack, you will want to first import your data.

1. Import Teachers
2. Import Courses
3. Import Classes
4. Import Student Schedules

Hints:

- Verify that the teachers, courses, classes, and schedules you see are for your school (and not another school in your district). You may want to ask your IT Department, or whoever may be creating the exports, to use a standard naming convention for your imports. Maybe all of your files start with your school code and then an abbreviation for the file type. For Play School these files might be called PLAYTCH, PLAYCRS, PLAYCLS, and PLAYSCH.
- Check your mapping occasionally to make sure that the formatting of your files has not changed.
- For specifications regarding import files, see Appendix K: SIS Import Information.

After initially setting up these imports, you will want to use Automatic Import, so that Tracks will automatically Import the four data files. We suggest creating a desktop button in Desktop Button Maintenance for Automatic Import, so all you have do is click the button every morning to update.

If you are using TexTrack

Assign the appropriate courses to each textbook on the Courses Tab in Textbook Maintenance. Why? Because this is the only way that TexTrack will know which books are used in each course. Then you can tell if the student is in a class that uses the book they have checked out, whether it is on the TexTrack Check In or Check Out Screen or on the Charges Tab in Customer Maintenance. If a student checks out a book for a class they are in, the textbook will show in black text. If the student checks out a book for a class they are not in, the textbook will show in blue text.

If you are using Course Fees

Follow these steps to use this feature:

1. Set up your course fee items in Item Maintenance. See hints for using Course Fees in Chapter 5.
2. Set up the correct Course Fees in Course Fee Maintenance.
3. Generate fees in Student Fee Generation.
4. If you have generated fees with the option to "Charge Fees Manually on Work Screen," then whenever you bring a student up on the Work Screen, if they owe any fees based on their current schedule, you will see each fee and choose how you would like to handle each (Do you want to load the fee onto the Work Screen so the student can pay it? Do you want to waive the fee because the student is a TA? Do you just want to cancel out of the screen because he doesn't want to pay it now? Or do you want to delete it altogether?)
5. After the appropriate amount of time has passed, you now know that you want to convert these fees to debts. First, we recommend printing the Course Fee Worksheet to compare the outstanding fees with the student's current schedule to verify and make any corrections before converting to debts.
6. Then, you are ready to Convert Fees to Debts.
7. Now, when students come to pay for their class fees, you will simply take a payment on account, since the class fees are now all charged on their account.

See the Course Fees Checklist in this chapter to make sure that you complete each step!

For more detailed information, please consult the Help Files:

- **Course Fees Checklist**
- **Course Fees Hints**
- **Course Fees on the Work Screen**
- **Course Fees Flowchart**

Course Maintenance

What does it do? Use Course Maintenance to enter the courses available. You can import Course data into Tracks from your Student Information System. For more information about importing this data, see Import Courses.

Where is it? Go to the Customer Menu, Course/Schedule, and select Course Maintenance.

Using the Screen

Course Code: Enter a code for this course. An example of a Course Code could be EN09.

Course Description: Enter the full description of the course.

Department: Enter the department for this class, this is a two or three digit code. An example of a department code may be ENG for English or HIS for History. Department codes are established in Department Maintenance.

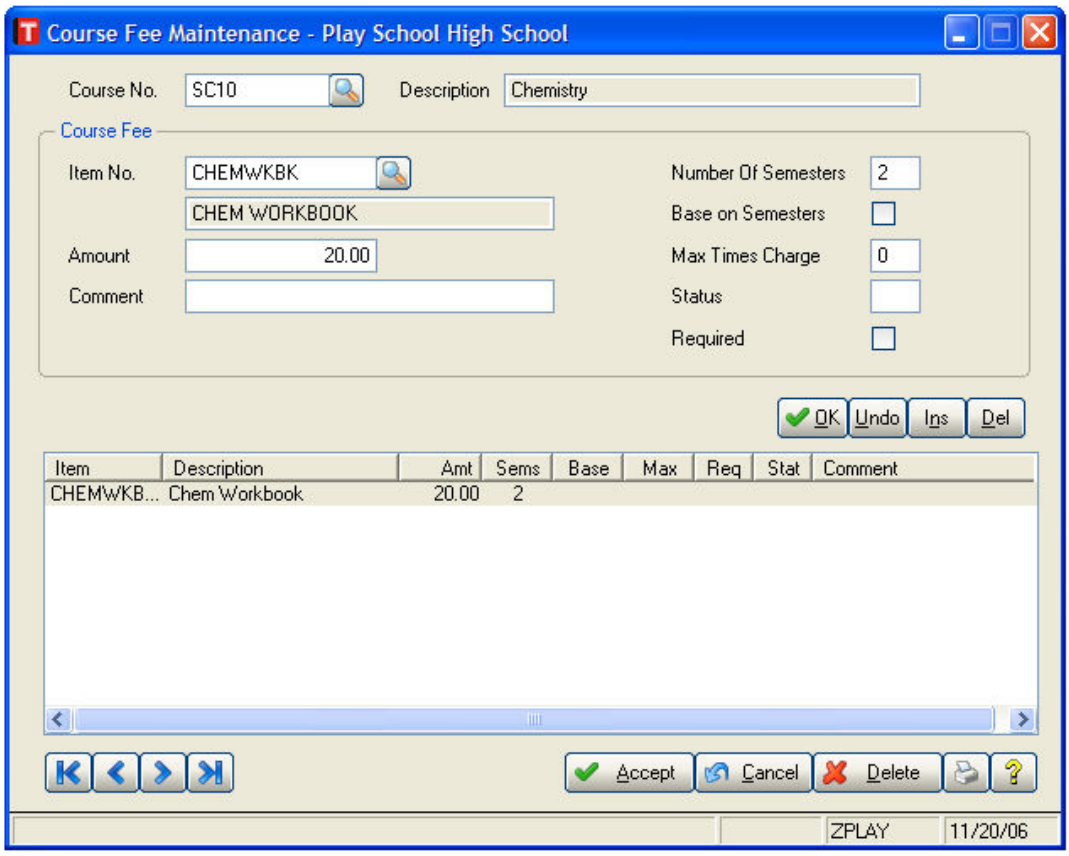
Printer Button: Click on the printer icon to print a listing of all the courses.

Course Fee Maintenance

What does it do? Course Fee Maintenance is where you will set up fees for particular classes so they can automatically be applied to students in those classes. By selecting one course, you can then add as many items that are appropriate fees for that course on this screen.

Where is it? Go to the Customer Menu, Course/Schedule, and select Course Fee Maintenance.

Using the Screen



Course No.: Select the course for which you would like to assign fees. This must already be set up in Course Maintenance.

Item No.: Select the Item that will be charged as a fee. This must already be set up in Item Maintenance.

Amount: Select the amount to charge to the student for this particular item. This will automatically load from the price of the Item in Item Maintenance, but you can change it here.

Comment: Enter an optional comment here for this Item. This may say something like the version or color of the workbook.

Number of Semesters: Enter the number of semesters this class spans. If a student enrolled in Chemistry takes the same class in both the Fall and the Spring semesters, the number of semesters would be two. If however, this was an art class that is only offered in the Fall, the number of semesters would be one.

Base on Semesters: Check this box if you want this item to be charged per semester. Let's say that we have a $30 Chemistry Fee for our class that is two semesters. If we check the box to "Base on Semesters" then the student will be charged $15 in the Fall and another $15 in the Spring. If we do not check the box, the student will pay the $30 all at once in the Fall, knowing that there are two semesters for the same course.

Max Times Charge: Enter the maximum amount of times that a student can be charged for the same fee.

Status: Enter the status of this fee. This is optional.

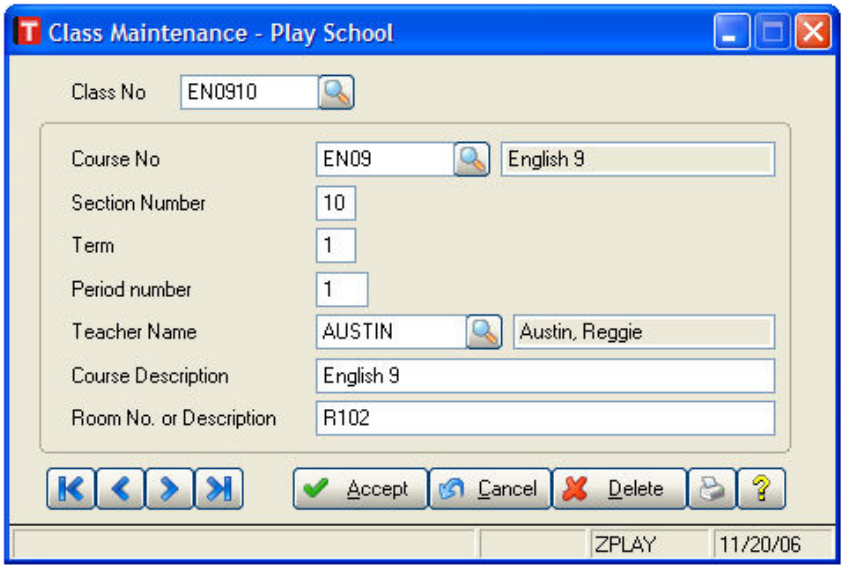
Required: Check this box if this fee is required.

Class Maintenance

What does it do? Use Class Maintenance to enter the classes in your school. You can import Class data into Tracks from your Student Information System. For more information about importing this data, see Import Classes.

Where is it? Go to the Customer Menu, Course/Schedule, and select Class Maintenance.

Using the Screen



Class No.: Enter the class number here. These should all be imported through Import Classes.

Course No.: Select the appropriate course number for this class.

Section Number: Enter the section number for this class.

Term: Enter the term in which this class is offered.

Period number: Enter the period of this class.

Teacher Name: Enter the teacher responsible for this class.

Course Description: Enter the full descriptive title of this class.

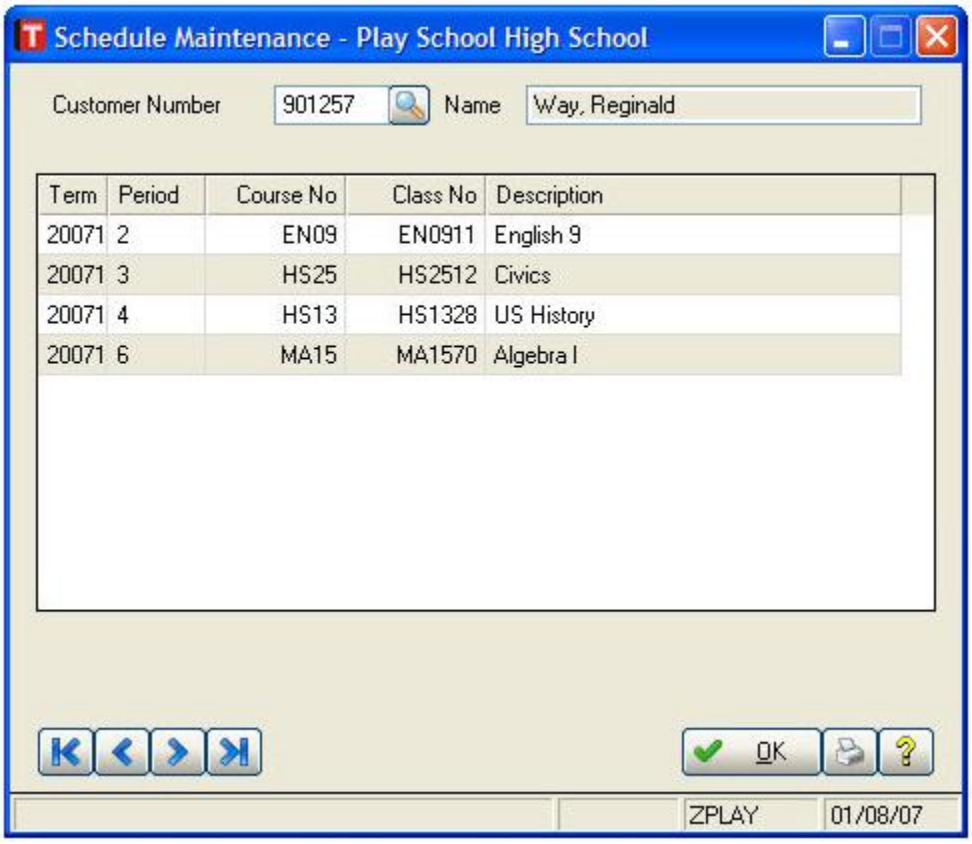
Room No. or Description: Enter the location where this class is held.

Schedule Maintenance

What does it do? In Schedule Maintenance, you can view the imported schedule of any student. You cannot make any changes on this screen.

Where is it? Go to the Customer Menu, Course/Schedule, and select Schedule Maintenance.

Using the Screen



Student Fee Generation

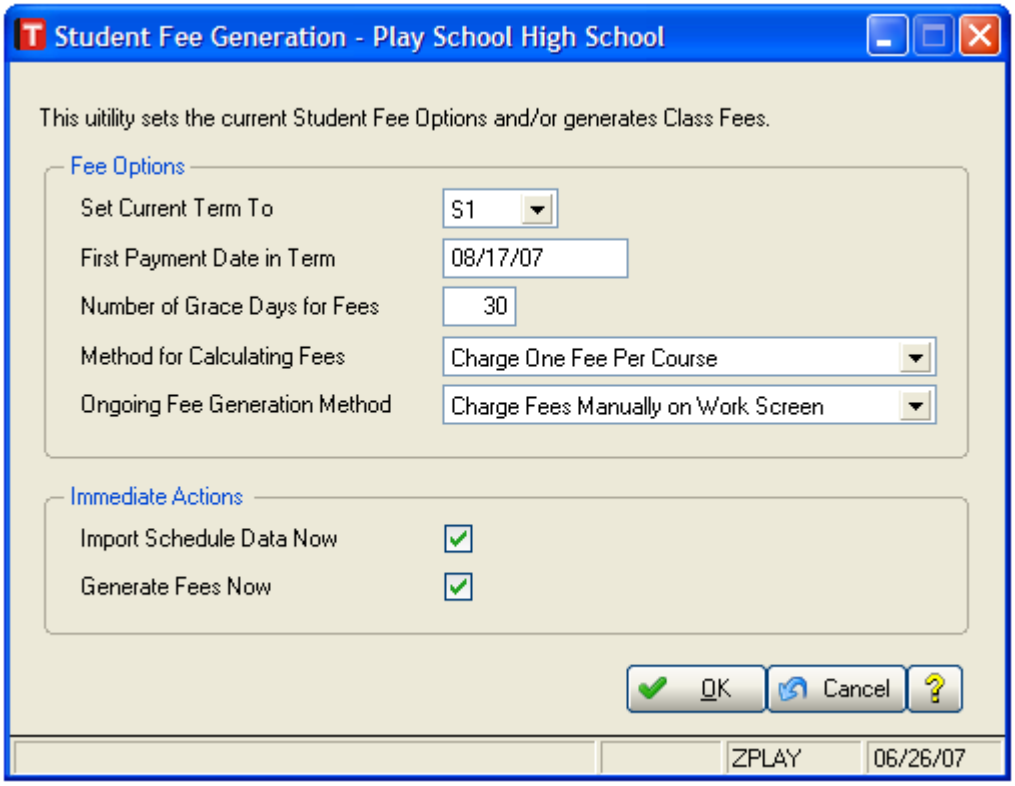
What does it do? The Student Fee Generation screen is where you will actually generate fees to be charged to your students. This program uses the information in the student schedule file together with data in the Course Fee Maintenance file to determine which fees each student should pay. These fees are not automatically posted to a Customer's account. Instead, they are held in a separate Class Fees file. They can be charged to a student's on the Work Screen or by using the Convert Fees to Debts utility.

Before you can use Student Fee Generation, you must do the following:

1. Load Course, Classes, and the Schedule.
2. Set up Course Fees in Course Fee Maintenance.

Where is it? Go to the Customer Menu, Course/Schedule, Utilities and select Student Fee Generation.

Using the Screen



Set Current Term To: Select the term for which you would like to assess charges. Options are S1 through S4 – standing for Semester 1 through Semester 4.

First Payment Date in Term: Enter the first day of the term. The program will use this date to determine the starting date for any grace period you may choose to define next.

Number of Grace Days for Fees: This is an optional concept. If you are going to charge the student for the fee regardless of whether he is enrolled in the class for 2 minutes or 2 months, ignore this field. If you have a grace period where you do not charge the fee if they drop the class within a specified period of time, you will want to use this field.

Enter the number of grace days that the student has to drop the course without paying the fee. Let's assume that the First Payment Date is 1/15/06 and our number of grace days is 14. In this example, if a student were to drop a course on 1/20/06, Tracks would reverse the fee and know that they should not pay it. If the student drops on 1/30/06, that student would still responsible to pay the course fee.

Method for Calculating Fees: This option allows you to choose how to charge this fee. Let's assume that the class fee is $40 and that you have four terms in your school year.

- Choose Charge Fees Based on Semesters to charge the student $10 each semester.
- Choose Charge One Fee Per Course to charge the student $40 one time.

Ongoing Fee Generation Method: This option allows you to select the method for generating fees on an ongoing basis. You can choose between Auto Generate Fees when Importing Schedules or Charge Fees Manually on Work Screen. • Choose Auto Generate Fees to automatically generate fees and immediately charge them to the student's account. • Choose Manually Charge

Fees to maintain control over which fees are actually charged. Tracks will calculate the fees due, but you get to decide whether or not to charge them, whether to waive a fee, etc. When you bring a student up on the Work Screen, any outstanding fees for that student will be displayed and you can choose how you would like to proceed. For more information about this, see Using Courses and Class Fees.

Import Schedule Data Now: Check this box if you would like to import the most current schedule before assigning fees. This schedule import is identical to the option on the Imports/Export menu. It simply saves you the trouble of going to the Imports/Exports menu.

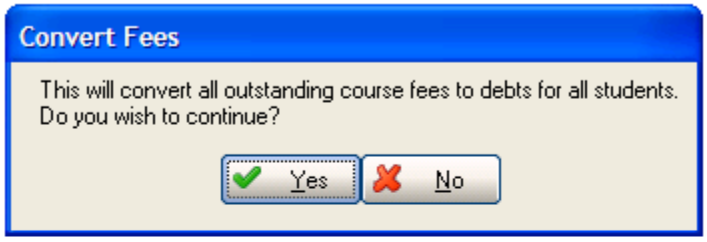
Generate Fees Now: Check this box to generate fees based on the options selected above

Convert Fees to Debts

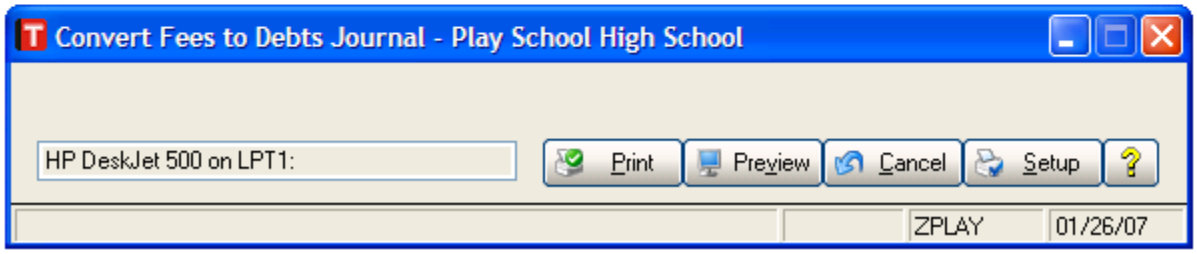
What does it do? This utility allows you to take all fees that have not yet been paid, waived, or deleted and charge them on each student's account.

Where is it? Go to the Customer Menu, Course/Schedule, Utilities and select Convert Fees to Debts.

USING THE SCREEN



When you say "Yes" to the message above, you will be prompted to print the Convert Fees to Debts Journal.



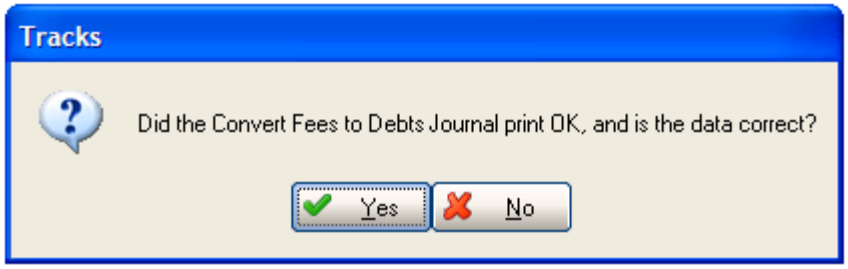
This journal will show each fee item that has not yet been paid by student and show the total amount that will be converted to a debt.

Play School High School

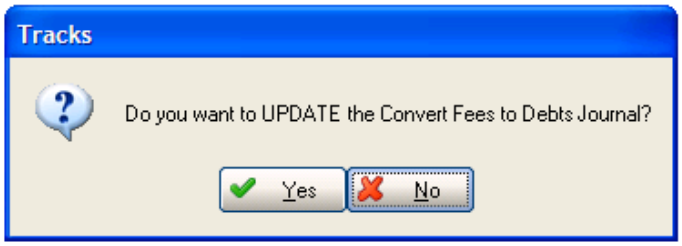
CONVERT COURSE FEES TO DEBTS JOURNAL

Customer Course No.	Course Description	Item	Item Description	Amount
Customer Number/Name: 901253 - Banu, Bella				
4010	Biology I	LABBIO	Lab Fees Biology Class	57.00
9009	Physical Education 9th	TOWEL	Towel Fee	15.00
				72.00
Customer Number/Name: 901236 - Butler, Carla				
9009	Physical Education 9th	TOWEL	Towel Fee	15.00
				15.00

Tracks will prompt you as follows:



If the Convert Fees to Debts Journal looks complete and you do not need to make any changes, click "Yes." The program then displays the next window.



If you are ready to update (that means you've looked at the journal and everything looks OK), click "Yes." If you don't want to update at this time, click "No" or press "Enter" to return to the menu. If you click "Yes", Tracks will then convert the fees to debts and display this message,

Course Fee Worksheet

What does it do? Use this worksheet to determine which of your outstanding class fees which have not yet been charged should be converted to debts. This report shows the entire customer history, all outstanding course fees, and the student's current schedule.

Where is it? Go to the Customer Menu, Course/Schedule, Utilities and select Course Fee Worksheet.

Using the Screen

SAMPLE WORKSHEET

Play School High School

COURSE FEES WORKSHEET

Banu, Bella 901253

Customer Purchase History / Open Fees / Schedule

Item No.	Description from History	Receipt No.	Date	Qty	Price	Total	Amt Pd	Amt Due
TSHIRT	T-SHIRT XL RED	0000179	10/05/06	1	12.00	12.00	12.00	0.00
YRBK	YEARBOOK	0000179	10/05/06	1	50.00	50.00	50.00	0.00
YRBK	YEARBOOK 05-28	0000204	10/05/06	1	90.00	90.00	90.00	0.00
YRBK	YEARBOOK	0000258	01/16/07	1	60.00	60.00	60.00	0.00
YRBK	YEARBOOK	0000259	01/16/07	1	60.00	60.00	60.00	0.00
	Total for Customer: Banu, Bella			5		272.00	272.00	0.00

Date	Item No.	Item Description	Course No.	Sem	Course Description	Amount
8/17/2006	LABBIO	Lab Fees Biology Class	4010	S1	Biology I	57.00
8/17/2006	TOWEL	Towel Fee	9009	S1	Physical Education 9th	15.00
						72.00

Class No.	Course Description	Term	Period	Teacher No.	Teacher Name	Room No.
4010-001	Biology I	1	1	7412	Martha Curry	101
2010-001	Geometry I	1	2	4567	Ted Williams	250
3010-001	American History	1	4	9658	Meredith Hightower	215
9009-001	Physical Education 9th	1	7	5555	Caoch Endoso	gym

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